

# TSPTF Meeting Notes Template

## Meeting Date & Time

01 May 2024 This Task Force meets **every Wednesday**. The first meeting (for the NA/EU time zones) is dedicated to the TSPTF. The second meeting, for the APAC time zones, is the joint weekly APAC meeting of all Task Forces in the ToIP Technology Stack Working Group.

- **NA/EU meeting: 08:00-09:00 PT / 15:00-16:00 UTC**
- **APAC meeting: 18:00-19:00 PT / 01:00-02:00 UTC**

See the [Calendar of ToIP Meetings](#) for exact meeting dates, times and Zoom links.

## Zoom Meeting Links / Recordings

- NA/EU Meeting: <https://zoom.us/j/97402960831?pwd=dVdYRWNOOEE3a3ZpQXVLM1h5VFpUQT09>
- APAC Meeting: <https://zoom.us/j/96772881287?pwd=bzZUNXRhVUNzVjR2Z3B2cVVxc2ZUZz09>

NOTE: These Zoom meeting links will be replaced by links to recordings of the meetings once they are available (usually by the end of the day of the meeting).

## Attendees

NA/EU:

- [Drummond Reed](#)
- [Wenjing Chu](#)
- [Samuel Smith](#)
- ...

APAC:

- [Drummond Reed](#)
- [Wenjing Chu](#)
- [Jo Spencer](#)
- ...

## Agenda Items and Notes (including all relevant links)

Time	Agenda Item	Lead	Notes
3 min	<ul style="list-style-type: none"><li>• Start recording</li><li>• Welcome &amp; antitrust notice</li><li>• New member introductions</li><li>• Agenda review</li></ul>	Chairs	<ul style="list-style-type: none"><li>• <b>Antitrust Policy Notice:</b> <i>Attendees are reminded to adhere to the meeting agenda and not participate in activities prohibited under antitrust and competition laws. Only members of ToIP who have signed the necessary agreements are permitted to participate in this activity beyond an observer role.</i></li><li>• New Members:</li></ul>
2 min	Review of previous action items	Chairs	
50 mins	Topic #1		
15 mins	Topic #2		
15 mins	Topic #3		

5 mi ns	<ul style="list-style-type: none"><li>• Review decisions /action items</li><li>• Planning for next meeting</li></ul>	C h ai rs	
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Screenshots/Diagrams (numbered for reference in notes above)

#1

#2

#3

#4

#5

#6

#7

#8

#9

#10

Decisions

- Sample Decision Item

Action Items

- ☐ Sample Action Item