

# 2020-10-26 CTWG Meeting Notes

## Date

26 Oct 2020

## Attendees

- [Drummond Reed](#)
- [RJ Reiser](#)
- [Paul Knowles](#)
- [Dan Gisolfi](#)
- [Daniel Hardman](#)
- [Rieks Joosten](#)
- [Scott Whitmire](#)
- [Steven Milstein](#)

## Goals

- Determine concrete next steps for establishing the glossary entry process

## Discussion items

Time	Item	Who	Notes
5 min	Welcome & Introductions	Chairs	
5 mins	Inserting terms into GitHub	Dan Gisolfi	
10 min	Update on ESSIF-Labs C&T Project	Rieks	<ul style="list-style-type: none"><li>• Rieks could only attend the end of the meeting due to time change</li></ul>
10 min	Possibility of using Glossarist?	Drummond	<ul style="list-style-type: none"><li>• <a href="https://www.glossarist.org/docs/adopt/">https://www.glossarist.org/docs/adopt/</a></li></ul>
20 min	GitHub strategy & coordination with Operations Team	Chairs & Dave	
10 min	Any other business	All	
5 mins	Next meeting	All	

## Recording - [link](#)

## Notes

1. [Dan Gisolfi](#) reported that there are three pull requests against our Concepts and Terminology repo.
  - a. [Dan Gisolfi](#) submitted terms from Bedrock
  - b. [Daniel Hardman](#) submitted terms from the Sovrin Glossary
  - c. [Rieks Joosten](#) submitted terms from ESSIF Lab
  - d. All of these use a baseline data model
  - e. This now gives us a set of raw terms
  - f. The open questions are
    - i. What additional metadata is needed in addition to these terms?
    - ii. What is our process for accepting these terms?
2. Process questions
  - a. How do we want to work through a process for approving terms?
    - i. [Dan Gisolfi](#) proposed that any submission that's valid can become part of the corpus
    - ii. [Daniel Hardman](#) wants to make sure the process is lightweight and low friction
    - iii. [Dan Gisolfi](#) proposed that there may be overlapping terms and it is okay to us deal with this later on
    - iv. [Scott Whitmire](#) proposed that the source can come from any WG or TF within the Foundation and should not require "everyone to vote on everything"
    - v. [Paul Knowles](#) wants the Semantic Domain WG to be able to prepare a glossary document
    - vi. [RJ Reiser](#) said he wants to do the same thing with the Technical Stack WG glossary, which he has volunteered to lead
    - vii. [Dan Gisolfi](#) proposed the lightest weight process that submitters can use
  - b. Possible states for a submitted term (long discussion on this)
    - i. Proposed
      1. A term someone in the community has suggested that has not had review by the CTWG yet
      2. All proposed terms are under review until the CTWG marks them as reviewed
    - ii. Reviewed
      1. Members of the CTWG have reviewed the term for well-formedness, valid tags, sanity-check, etc.

- iii. Approved
  - 1. The CTWG members have agreed that the term, definition, and tags are complete
  - 2. The stakeholders who will be using this term have agreed to the content <== requires review with the stakeholders
- c. We agreed that the same term can have:
  - i. Multiple labels (words used for the term in specific languages)
  - ii. Multiple meanings (especially in different scopes/contexts)
- d. [Daniel Hardman](#) brought up the scenario of different stakeholders disagreeing on the status of a term, i.e., its definition is approved by one set of stakeholders (e.g., one WG) but not by another.
- 3. Coordination with the Ops Team
  - a. [Drummond Reed](#) suggested that the process for submitting, reviewing, approving terms—and for publishing a glossary—is something that we should collaborate on with the Ops Team, and that the Ops Team should then take to the other WGs.
  - b. [David Luchuk](#) said the CTWG and the Ops Team should collaborate to produce a **tutorial** covering the terminology development process
- 4. [Daniel Hardman](#) asked to merge the PRs that he and [Rieks Joosten](#) have submitted
  - a. THIS WAS APPROVED BY CONSENSUS
- 5. [Paul Knowles](#) asked about what the SDWG needs to get started with development of their glossary.
  - a. This should be covered by the **tutorial** (see 3b above)

## Action items

- Finish meeting notes [Drummond Reed](#) **27 Oct 2020**
- Pull in PRs [Daniel Hardman](#) **30 Oct 2020**
- Meet with Ops Team to coordinate on flowchart and process of developing tutorial [Drummond Reed](#) [David Luchuk](#) [Steven Milstein](#) **30 Oct 2020**