2021-06-21 CTWG Meeting Notes

Meeting Date

- 21 Jun 2021

Attendees

- Drummond Reed
- Daniel Hardman
- Rieks Joosten
- Brian Dill
- Foteinos Mergroupis-Anagnou (GRNET)
- Elisa Trevino
- Judith Fleenor
- Line Kofoed
- Scott Whitmire
- Steven Milstein
- sankarshan
- Scott Perry

Main Goal of this Meeting:

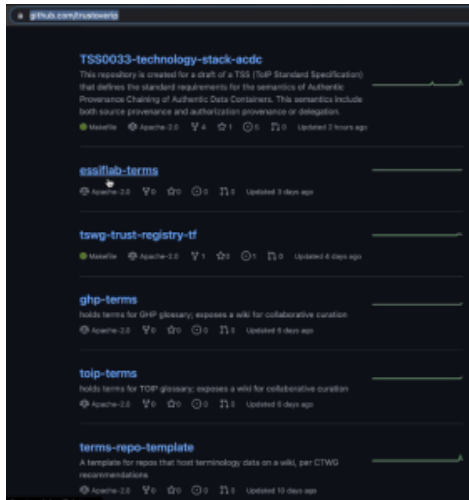Review the new glossary wikis and decide on next steps with them.

Agenda

Time	Item	Lead	Notes
5 min	- Start recording - Welcome **Antitrust Policy Notice:** *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.* - Introduction of New Members - Agenda review	Chairs	
5 min	Review of action items from the last meeting - Daniel Hardman Update the spec for the ToIP Term Tool (GitHub-based Glossary Wiki support) - Daniel Hardman Review the draft bounty for any revisions needed for support of GitHub-based Glossary Wikis - Daniel Hardman Draft a new Confluence wiki page for a "Glossary Wiki User Manual" - Daniel Hardman Provide feedback on Drummond's proposed draft "Glossary Wiki User Manual" - Rieks Joosten Try a dry run of the "Glossary Wiki User Manual" (assuming Drummond and Daniel get it done early enough) ~~Rieks Joosten Modify links to the terminology paper with one that isn't on Slack.~~	Chairs	
20 mins	Daniel Hardman to explain setup of **glossary wiki** pages, and how the generation works. We will review the ToIP terms wiki as an example.	Daniel Hardman	
15 mins	Discussion on how to proceed with provisioning more contents, and in particular how to ensure that it doesn't turn into a mess we cannot sort out any more, including: - Templates for new pages - Capitalization rules for terms - Linking within and across glossary wiki pages	All	
10 mins	Decisions about next steps with the ToIP Term tool and bounty, including: - Updates to the spec - Placing the bounty	Chairs	
5 mins	Review of decisions and action items and planning for next meeting	Chairs	

Recording
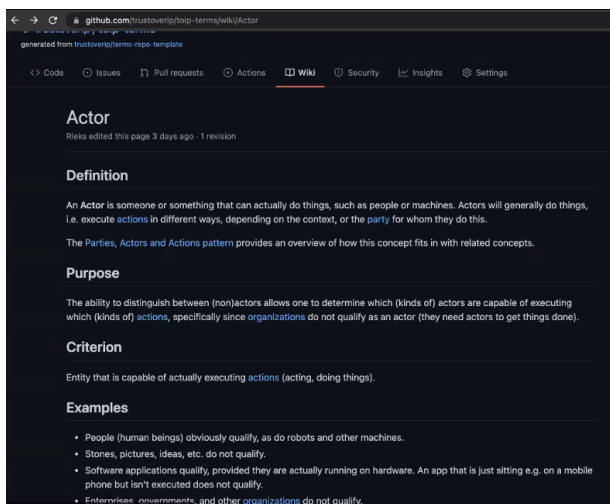
- Link

Presentation(s)

Screenshot #1 from Daniel Hardman showing the different repos showing the glossary wikis that Daniel has set up.

Screenshot #2 showing an example glossary wiki page. All of these are children of the home page, which is the only page on the wiki that is not a term page.

Documents

- *File 1 - link*

Notes

1. New members
2. Daniel Hardman explained the setup of **glossary wiki** pages and how the generation works, using the ToIP terms wiki as an example.
   a. Daniel showed how to create a new glossary wiki in GitHub based on the ToIP Term template repo. See screenshot #1 above.
   b. You can then start adding terms by following the Term Template. See screenshot #2 above.
   c. Daniel has begun two Markdown documents with instructions for using this:
      i. <placeholder link 1>
      ii. <placeholder link 2>
   d. Daniel next showed the terms wiki at https://github.com/trustoverip/toip-terms/wiki as an example
   e. One area that Daniel suggests we discuss is the sections in the Term Template.
3. Rieks Joosten shared the cautions that we are not yet ready to have folks "jump in" and start using it yet.
   a. First he suggests we put the wiki tools through their full pace, checking to be sure we have everything we need.
   b. We can then also adjust the specs for our ToIP Term tool.
   c. His suggestion is that we start experimenting with the existing wikis.
   d. He also suggests that we use GitHub Issues to start working issues with the ToIP Term wiki.
4. Discussion of which repo to use for which
   a. Main repo for our WG - this is for our tooling and instructions for using the glossary wikis
   b. We should use https://github.com/trustoverip/toip-terms/wiki as an example
   c. We will need to document this clearly
5. We need to discuss potential issues with how to proceed with provisioning more contents, including:

- Templates for new pages
- Capitalization rules for terms
- Linking within and across glossary wiki pages
6. We also need to discuss next steps with the ToIP Term tool and bounty, including:
   - Updates to the spec
   - Placing the bounty
7. The agenda for the next meeting should include both #5 and #6 above.

Decisions

- ☐ *None*

Action Items

- ☐ Daniel Hardman add the two links <placeholder link 1> and <placeholder link 2> in the notes above.
- ☑ Rieks Joosten to post an issue for discussing the term template - DONE: See https://github.com/trustoverip/concepts-and-terminology-wg/issues/52
- ☑ Rieks Joosten or Drummond Reed to create an issue about glossary generation - DONE: See https://github.com/trustoverip/concepts-and-terminology-wg/issues/53
- ☐ Chairs: Create a GitHub issue about the set of instruction pages we need to write and test before glossary wikis are ready for stakeholder community usage