

# 2021-08-12 GSWG Plenary Meeting Notes

## Meeting Date

12 Aug 2021

## Zoom Meeting Link / Recording

- <https://zoom.us/j/94081088601?pwd=OTVHTDJIRkdnNWpPVmRxTIBEL2RjQT09>  
(This link will be replaced with a link to the recording of the meeting as soon as that is available)

## Attendees

- [Drummond Reed](#)
- [Scott Perry](#)
- [Steven Milstein](#)
- [sankarshan](#)
- [Victor Golubkov](#)
- [Daniel Bachenheimer](#)
- [Savita Farooqui](#)
- [Carly Huitema](#)
- Mary Lacity
- Stu Vaeth

## Main Goal of this Meeting

Update on progress on key deliverables and the Community Writing Workshops going on in August.

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

Time	Agenda Item	Lead	Notes
5 min	<ul style="list-style-type: none"><li>• Start recording</li><li>• Welcome &amp; antitrust notice</li><li>• Introduction of new members</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>
5 mins	New vice chair	Chairs	<ul style="list-style-type: none"><li>• The chairs nominated <a href="#">Victor Golubkov</a> as a new vice chair due to the fine work he has been contributing to the GSWG.</li><li>• The meeting attendees were unanimous in favor.</li><li>• DECISION: <a href="#">Victor Golubkov</a> is appointed as a vice-chair of the Governance Stack WG.</li></ul>

30 mins	Task Force Reports	TF Leads	<ul style="list-style-type: none"> <li>• <a href="#">Trust Assurance TF (Scott Perry)</a> <ul style="list-style-type: none"> <li>◦ Three waves of deliverables are in process—see <a href="#">the GSWG home page</a> for the full list.</li> <li>◦ First is the Risk Assessment Template and Companion Guide - currently in final approval process with ToIP Steering Committee</li> <li>◦ Second is the Trust Assurance Controlled Document and Companion Guide - approved by the GSWG and awaiting the ToIP SC</li> <li>◦ Third is the Trust Assurance Criteria Matrix - the set of accountable criteria that can be used in a trust assurance scheme. Awaiting inputs from <a href="#">Karen Hand</a>, then will be ready for final review by the GSWG.</li> </ul> </li> <li>• Governance Framework Matrix (<a href="#">Savita Farooqui</a>) <ul style="list-style-type: none"> <li>◦ Savita walked us through the Draft Deliverables she has posted (both of which are now listed in the table on <a href="#">the GSWG home page</a>).</li> <li>◦ She first covered the <a href="#">ToIP Governance Framework Matrix</a> to show how it complements the <a href="#">ToIP Governance Metamodel</a>.</li> <li>◦ She next covered the <a href="#">ToIP Governance Framework Matrix Companion Guide</a> to show how it illustrates usage of the Matrix.</li> <li>◦ <a href="#">Scott Perry</a> make a suggestion that it could go into more depth on on the metamodel mapping—Savita will follow up on this.</li> </ul> </li> <li>• <a href="#">Governance Architecture TF (Drummond Reed)</a> <ul style="list-style-type: none"> <li>◦ Drummond noted that this is one the "Core Four" (aka "Big Four") documents that is a current priority to finish as a set (see the diagram on the <a href="#">Introduction to ToIP wiki page</a>).</li> <li>◦ He confirmed he is still the bottleneck on reviewing the <a href="#">ToIP Governance Metamodel Companion Guide</a> and he will try hard to get to it this coming week.</li> <li>◦ ACTION: <a href="#">Drummond Reed</a> to complete his review and edits to the <a href="#">ToIP Governance Metamodel Companion Guide</a>.</li> </ul> </li> <li>• <a href="#">ToIP Stack Design Principles TF (Drummond Reed)</a> <ul style="list-style-type: none"> <li>◦ See next topic.</li> </ul> </li> </ul>
10 mins	Community Writing Workshops going on in August	<a href="#">Drummond Reed</a> <a href="#">Victor Golubkov</a>	<ul style="list-style-type: none"> <li>• Drummond and Victor noted that the Community Writing Workshop series they are hosting each week in August is going well.</li> <li>• The Tuesday meetings (5-6PM PT—see the <a href="#">ToIP Calendar</a>) are on the Introduction to ToIP V2 white paper.</li> <li>• The Thursday meeting (5-6PM PT—see the <a href="#">ToIP Calendar</a>) are on the Design Principles for the ToIP Stack deliverable.</li> <li>• The goal is to complete first drafts of both by the end of August.</li> </ul>
5 mins	<ul style="list-style-type: none"> <li>• Review decisions /action items</li> <li>• Planning for next meeting</li> </ul>	Chairs	<ul style="list-style-type: none"> <li>• We ran out of time to discuss the topic for our special topic meeting, but one natural suggestion is an in-depth review of the <a href="#">ToIP Governance Metamodel Companion Guide</a>.</li> <li>• ACTION: <a href="#">Scott Perry</a> and <a href="#">Drummond Reed</a> to propose a topic for the upcoming special topic meeting.</li> </ul>

## Decisions

- DECISION: [Victor Golubkov](#) is appointed as a vice-chair of the Governance Stack WG.

## Action Items

- ☐ ACTION: [Drummond Reed](#) to complete his review and edits to the [ToIP Governance Metamodel Companion Guide](#).
- ☐ ACTION: [Scott Perry](#) and [Drummond Reed](#) to propose a topic for the upcoming special topic meeting.