

2024-03-25 CTWG Meeting Notes

Meeting Date

- 25 Mar 2024 : **ToIP Concepts and Terminology WG Bi-Weekly Meeting** 10:00-11:00 PT / 18:00-19:00 UTC.
See the [ToIP Calendar](#) for the full schedule.

Zoom Meeting Recording

- https://zoom.us/rec/share/s_LAqeWL3ophbZ3fGNEjAM2vwwYb7P4D237ED9R2vZDpd5yiCTNt9dfMTwsqMAMc.koJi_XwsbYPqHjO6

Attendees

- [Drummond Reed](#)
- [Henk van Cann](#)
- [Neil Thomson](#)
- [Kyle Robinson](#)
- [Brian Richter](#)

Agenda Items and Notes (including all relevant links)

Time	Agenda Item	Lead	Notes
3 min	<ul style="list-style-type: none">Start recordingWelcome & antitrust noticeIntroduction of new membersAgenda review	Chairs	<ul style="list-style-type: none">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.New Members:
5 min	General announcements	All	Any news and updates of general interest to CTWG members: <ul style="list-style-type: none">Internet Identity Workshop is coming up in 3 weeks
5 min	Review of previous action items	Chairs	ACTION: Brian Richter and Henk van Cann and Drummond Reed to discuss the normative section in the Terminology Governance Guide and spec it up. <div><input type="checkbox"/> spec-up-improvements.md</div>
15 min	Terminology Governance Guide	Henk van Cann	Every meeting an new aspect to discuss and decide upon. How to contribute will be explained. https://trustoverip.github.io/ctwg-terminology-governance-guide/ <ol style="list-style-type: none">This meeting's goal: Terminology design aids, section 10.https://github.com/trustoverip/ctwg-main-glossary/pull/7 source management process review, see image #1 ACTION: CHAIRS — Henk van Cann Add ToIP Glossary Spec-Up document GitHub source management process review to the agenda for the next meeting.
10 min	Spec-Up Use	Darrell O'Donnell Henk van Cann	Spec-Up tips & tricks As we have many specifications in flight I have been compiling some SpecUp tips & tricks ACTION: Coordinate with Darrell O'Donnell on a "cheat sheet" for Spec-Up with input from Drummond Reed and Neil Thomson .

