


# TEMPLATE yyyy-mm-dd Meeting notes DRAFT

## Date

2018-12-dd

## Status of Minutes

 This is a template containing standing agenda items - copy it for a specific meeting and modify the copy.

DRAFT

Approved at: <<Insert link to minutes showing approval>>

## Agenda

1. Call to order
  - a. Roll Call & Determination of quorum status
  - b. Reminder about the Group Participation Agreement
  - c. Agenda bashing
  - d. Kantara Organization updates
2. Introductions  
**Standing Agenda Items**
3. Schedule status updates
4. Contributions status updates
5. Writing teams status updates
6. All Other Business (AOB)
7. Adjourn

## Attendees

Link to the full [Participant Roster](#)

## Voting Participants

Participants	Attended
Dagg, Ken	
Harkema, JJ	
Hapner, Mark	
Hughes, Andrew (Chair)	
Pasquale, Jim	
Shorter, Scott	
WILSHER, Richard	

## Non-Voting Participants

## Regrets

## Quorum Status

Meeting was <<<>> quorate

## Voting participants

[Participant Roster](#) - Quorum is 4 of 7 as of 2018-11-28

## Discussion Items

Time	Item	Who	Notes
5 min	<ul style="list-style-type: none"><li>• Call to order</li><li>• GPA reminder</li><li>• Roll call</li><li>• Agenda bashing</li><li>• Organization updates</li></ul>	Chair	<ul style="list-style-type: none"><li>• Meeting was called to order and the roll was called</li><li>• Please ensure that you sign the <a href="#">Group Participation Agreement</a></li><li>• Please review these blogs offline for current status on Kantara and all the DG/WG:<ul style="list-style-type: none"><li>• <a href="#">2018: November</a></li><li>• <a href="#">Work + Discussion Group Activity</a></li></ul></li></ul>
	Introductions	All	Welcome!
	New Business	All	
	Schedule updates <ul style="list-style-type: none"><li>• Status</li><li>• Issues</li><li>• Next period plan</li></ul>	Chair	
	Contributions updates <ul style="list-style-type: none"><li>• Status</li><li>• Issues</li><li>• Next period plan</li></ul>	Chair	
	Writing teams updates <ul style="list-style-type: none"><li>• Status</li><li>• Issues</li><li>• Next period plan</li></ul>	Chair	
	AOB	Chair	
	Adjourn	Chair	<b>Next DG meeting Wednesday, December 5, 2018 11:00 Pacific Standard Time / 14:00 Eastern Standard Time / 19:00 GMT</b> <a href="https://global.gotomeeting.com/join/132339365">https://global.gotomeeting.com/join/132339365</a>