


# 2018-11-28 Meeting notes DRAFT

## Date

2018-11-28

## Status of Minutes

 This first meeting of the Discussion Group is informal to begin discussion of the DG objectives and time lines and to review the standing meeting agenda.

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
- 3. Purpose of the DG
- 4. Initial discussion on use case style, sources of contributions, outreach
- 5. Schedule and deadlines
- 6. Standing agenda items:
  - a. Meeting startup
  - b. Schedule status updates
  - c. Contributions status updates
  - d. Writing teams status updates
  - e. All Other Business (AOB)
- 7. Adjourn

## Attendees

Link to the full [Participant Roster](#)

## Voting Participants

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

## Non-Voting Participants

- Catherine Schulten

## Regrets


## Quorum Status

Meeting was quorate

## Voting participants

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

## Discussion Items

 The table below is part of the the standing agenda for the DG calls.

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: October</a></li><li>• <a href="#">Work + Discussion Group Activity</a></li></ul></li></ul>
	Introductions	All	Welcome!
	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>