



TEMPLATE DRAFT yyyy-mm-dd Meeting notes

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This is a blank meeting notes template for the Consent Management Solutions WG. Use the Copy function to create instances for meetings.


Date

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The date of the meeting goes here in yyyy-mm-dd format

yyyy-mm-dd

Status of Minutes

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Meeting minutes and notes are DRAFT until approved by the WG voting members. Use this section to link to the meeting minutes that recorded the approval motion.

DRAFT

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

Agenda

1. Call to order
 - a. Roll Call & Determination of quorum status
 - b. Agenda bashing
 - c. Kantara Organization updates
2. WG Motions
 - a. Motion to approve << links to meeting notes needing approval >>
3. Upcoming conferences and events
4. All Other Business (AOB)
5. Adjourn

Attendees

Voting

-

Non-Voting

-

Regrets

-

Quorum Status

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Note that the meeting was or was not quorate

Meeting << was || was not >> quorate

Voting participants

[Participant roster \(CMS\)](#) - Quorum is 5 of 9 as of 2018-03-07

(Voting status: Corné van Rooij, Jim Pasquale, Julian Ranger, Andrew Hughes, Mark Hapner, Tony Fish, Pushpalanka Jayawardhana, Mark Lizar, John Wunderlich)

Discussion Items

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The table of discussion items must follow the agenda from above.

Time	Item	Who	Notes
5 min	<ul style="list-style-type: none">• Call to order• Roll call• Agenda bashing• Organization updates	Chair	<ul style="list-style-type: none">• Meeting was called to order and the roll was called• Please ensure that you sign the Group Participation Agreement • Please review these blogs offline for current status on Kantara and all the DG/WG:<ul style="list-style-type: none">• Director's Corner• Working + Discussion Group Activity
5 min	WG Motions Quorum required	Chair	Motion to approve << link to meeting notes to be approved >> Moved by: Seconded: Result: Motion to << text of motion here >> Moved by: Seconded: Result:
5 min	Introductions	All	
5 min	Upcoming conferences and events	Andrew	Events that Kantara will have an active role: https://kantarainitiative.org/events/
5 min	AOB	Chair	
	Adjourn	Chair	Next WG meeting << full date >> << GMT and Eastern Time zones >>

Action Items

Status	Action	Assigned to	Due Date

