

2021-11-17 Meeting notes

APPROVED

Date

17 Nov 2021

Attendees

See the [Participant roster](#)

Voting

| Participant | Attending |
|-----------------------|-----------|
| Brudnicki, David | |
| Brennan, Jeff | |
| Hodges, Gail | |
| Hughes, Andrew | Y |
| Jones, Thomas | Y |
| Williams, Christopher | Y |
| Wunderlich, John | Regrets |
| | |

Non-Voting

| Participant | Attending |
|-----------------|-----------|
| Aronson, Marc | |
| Gropper, Adrian | |
| Jordaan, Loffie | Y |
| Whysel, Noreen | |

Goals

- Check-in on work progress

Discussion items

| Time | Item | Who | Notes |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| | Call to Order and Introductions If quorum: <ul style="list-style-type: none">• Approve minutes• Approve agenda | Christopher Williams Andrew Hughes <ul style="list-style-type: none">• Meeting not quorate• Plan to have WG Leaders elections December 1, 2021 | |
| 40 minutes | Report content discussion & review | <ul style="list-style-type: none">• Short discussion about the user stories and how they are structured• Tom to write the 'ball park check in' use case• Q: what information is needed from the RP for the Principal to understand how their data will be processed and managed<ul style="list-style-type: none">• A: this touches on the privacy notices, comprehension, trust that the org will follow their own policy | |
| 15 minutes | New business | All | |

Next meeting

24 Nov 2021

Action items