

# PWG Steering Committee

2009-10-08 Conference Call Minutes

## Attendees

Attendees: Lee Farrell (Canon), Jerry Thrasher (Lexmark), Ira McDonald (High North), Nancy Chen (Okidata), Brian Smithson (Ricoh), Joe Murdock (Sharp), Bill Wagner (TIC), Paul Tykodi (TCS)

## Agenda

1. Identify Minute Taker
2. Approval of previous minutes - 9/17 and 10/1 teleconferences
3. Review of Action Items
4. October Meeting - comments on slide decks, if any
5. Automated meeting reminder for calendars [Paul]
6. Other Agenda Items
7. Next SC call

## Identify Minutes Taker

Paul Tykodi

## PWG Operational Policy

It was noted that all attendees should be aware that the meeting is conducted under the PWG Membership and Intellectual Property rules. There were no objections.

## Approve Minutes from September 17 Teleconference and October 1 Teleconference

There were no objections to the previous Minutes.

## Review Action Items

ONGOING: The PWG Chair and working group chairs need to make sure that both the Wiki pages are current and accurate, and that the Google calendar is up to date for conference calls.

→ **ONGOING**

ACTION: WG Chairs will link Working Group Minutes to the PWG WG web page (see the MFD group example at <http://www.pwg.org/mfd/index.html>.)

→ **OPEN**

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ACTION: Ira will document for the PWG the current IANA Process to be followed when entering a *Section Reference – IANA Considerations* into any documents being considered for promotion to a PWG Standard

→ **OPEN**

ACTION: Rick Landau will make appropriate Website and Wiki changes that will indicate the PDM working group has moved to “inactive” status.

→ *The Website has been updated, but the Wiki pages still need to be changed.*

→ **OPEN**

ACTION: Lee Farrell will send an email to the announce list about the ability of members to attend an August 2010 meeting in Denmark.

→ **OPEN**

ACTION: SC will further investigate current ISO/IEC JTC 1/SC28 work surrounding development of a potential Print Ticket standard and report progress via e-mail and at future SC meeting.

→ **OPEN**

ACTION: Ira McDonald and Pete Zehler will draft a note to encourage the establishment of a relationship with ISO JTC 1.

→ **NEW**

ACTION: Ira McDonald will create a slide for the upcoming F2F Plenary regarding JTC 1/SC28 and help lead discussion on the benefits of establishing a potential relationship with ISO JTC 1 during the plenary

→ **NEW**

ACTION: The PWG has several approved Candidate Standards related to IPP for which there are no IANA registered elements. Harry Lewis and Ira McDonald will draft an IANA considerations document for items that need to be registered with IANA for review by the SC.

→ **CLOSED** – *both Harry and Ira are resource constrained*

→ *IPPV2 raises priority. PWG standard mandatory operations must be registered with IANA.*

→ *IANA converting registries to XML. This may cause further effort (i.e. delay.)*

ACTION: Paul took responsibility for updating the IPP Wiki with appropriate chairperson information and any other adjustments required to bring it into conformance with current PWG policies for the Wiki

→ **CLOSED**

→ *Mike Sweet volunteered to work on this item for me and I approved the request.*

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ACTION: Nancy Chen will develop some summary/overview slides about Workflow Orchestration and MPSA for presentation at the F2F.

→ **CLOSED**

### **October Meeting – Comments on Slide Decks**

The SC reviewed the slide decks for the upcoming F2F meeting that had been posted to the PWG site in preparation for the F2F meeting at Apple in Cupertino, CA. All slide decks were found to be acceptable.

### **New Agenda Item – Submitted by Paul Tykodi**

Paul Tykodi submitted an item for consideration because he missed the last meeting when he forgot to place an entry in his Outlook calendar for the October 1<sup>st</sup> SC teleconference to remind himself of the meeting. Paul asked permission to review the capabilities available to the PWG for sending e-mail meeting notices, which automatically populate a persons calendar.

ACTION: SC approved having Paul investigate automated calendaring options

→ **NEW**

### **Next SC call**

The next teleconference will be held on October 29, 2009.

SC meeting adjourned.