# 1450.4 meeting minutes – 08/05/10

**Attendees**: Jim O'Reilly, Ernie Wahl, Bruce Parnas, Paul Reuter
**Not present**: Markus Seuring, Ajay Khoche, Oleg Erlich

**Agenda:**
- IEEE Meeting Preamble (No discussion of proprietary information).
- Minutes from last week are now on the web.
  - Discussion centered around how to tackle the process of taking our syntax document and other notes, and putting them into the form needed for IEEE standards ballot documents. I know we still have a number of issues to close on, but I think we should tackle those as they arise in the course of the above activities. To start with, please review the outline for the document that Ernie has put together (attached). I think this is a reasonable place to start; I'd suggest that we do that, and if additions/subtractions are needed, we can do them based on this outline.
    - Paul – track, discuss, assign. Keep meetings focused (not always easy, especially when there are many details to discuss, but essential).
    - Ernie has agreed to take ownership (for now) of pulling all material from the syntax document, conceptual model, and other documents into the draft ballot document. He has the templates from IEEE-SA, and a support contact there to answer questions about preparing the draft ballot document.
    - Open issues still needing resolution will be discussed as needed (either by email exchanges or – if necessary – at working group meetings), and resolved as they arise in the process of compiling the draft ballot document.
    - There was some discussion about whether we should change to a weekly schedule, or continue with a biweekly schedule. Arguments in favor of a weekly schedule include more regular scheduled interaction (with the hope of faster progress); options against include the time needed to prepare for meetings on a weekly basis leave little time to actually do any work. For now, we'll keep things on a bi-weekly basis.
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- Open issues - are there other open issues that should be considered? A review of the open issues list can guide us here.
  - Issues list:
    http://spreadsheets.google.com/ccc?key=0AoKiPr1I9LY9dF95dkhSTVVqOU5GbWJyWFNhY0JPX0E&hl=en
  - Namespace resolution examples document:
    http://docs.google.com/Doc?docid=0AYKiPr1I9LY9ZGY4dmNjNTNfMGZkOGJ2bmZy&hl=en
  - If logged into your google account, can edit. If not, can only view.
- Next Meeting 08/19/10.

For reference STIL .4 information can be found at the IEEE STIL website:
http://grouper.ieee.org/groups/1450/ (select the P1450.4 link from the table) or use the direct link
http://grouper.ieee.org/groups/1450/dot4/index.html