

PWG Steering Committee

2010-03-25 Conference Call Minutes

Attendees

Attendees: Mike Sweet (Apple), Ira McDonald (High North), Nancy Chen (Okidata), Brian Smithson (Ricoh), Bill Wagner (TIC), Paul Tykodi (TCS)

Agenda

1. Identify Minute Taker
2. PWG IP Policy
3. Approval of previous Minutes
4. Review of Action Items
5. April meeting – Review Draft Plenary Slides and finalize schedule
6. 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 March 11 2010 SC Meeting

There were no objections to the previous Minutes.

PWG Steering Committee

2010-03-25 Conference Call 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>.)

→ **ONGOING**

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: Paul Tykodi will investigate methods of automated meeting reminders for Calendars.

→ **OPEN**

ACTION: Bill Wagner will draft a note to be sent by the PWG chair to the membership regarding the implementation of PWG standards.

→ **OPEN**

ACTION: Mike Sweet will continue to keep the SC updated as to the progress of the liaison request made by PWG to ISO/IEC JTC 1/SC28

→ **OPEN**

ACTION: Mike Sweet to create new April attendee survey at SurveyMonkey

→ **CLOSED**

ACTION: Mike Sweet to post draft agenda for April (same as February) - 9am start times (per Joe Murdock)

→ **CLOSED**

Meeting Discussion

Review Plenary Slides – The draft slides for the plenary at the upcoming Face to Face meeting to be hosted by Sharp on April 6-8, 2010 were reviewed.

During the review, it was decided that Cloud Printing should be added to the plenary as a topic and that it will receive 45 minutes in the already scheduled Plenary Session portion of the meeting.

PWG Steering Committee

2010-03-25 Conference Call Minutes

During the slide review, it was noted that the result of the attendance survey for the August meeting in Denmark was very positive. It appears the meeting can proceed as scheduled and the venue does not need to be changed. An official announcement will be made at the upcoming Face to Face meeting scheduled for April 6-8, 2010.

It was also noted that work needs to begin on finding meeting locations for 2011.

Draft Slides for the meeting need to be created for review. People responsible for slide creation as follows:

IDS – Brian Smithson

IPP – Mike Sweet/Ira McDonald

MFD – Pete Zehler

WIMS – Bill Wagner

Cloud Printing Plenary Slides – Paul Tykodi

Next SC call

The next teleconference will be held on April 1, 2010.

SC meeting adjourned.