PWG Steering Committee
2010-01-07 Conference Call Minutes

Attendees

Attendees: Jerry Thrasher (Lexmark), Ira McDonald (High North), Nancy Chen (Okidata), Joe Murdock (Sharp), Bill Wagner (TIC), Paul Tykodi (TCS), Pete Zehler (Xerox)

Agenda

1.   Identify Minute Taker
2.   PWG IP Policy
3.   Approval of previous Minutes, if available (Paul?) - 11/12, 12/3 teleconferences and 10/14, 12/9 Plenaries
4.   Review of Action Items
5.   ISO Liaison status - no progress on slide presentation
6.   ISTO Webinar: Energize Your Association! - Jan 26
7.   Browser-based OS printing [Paul]
8.   Feb meeting - finalize schedule
9.   Membership renewal for 2010 is due Jan 31
10.   Other Agenda Items
11.   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 October 14 Face to Face Plenary

There were no objections to the previous Minutes.

Approval of the SC teleconference minutes for 11/12/2009, 12/03/2009, and 01/07/2010 meetings plus the 12/09/2009 F2F should occur at the next scheduled meeting on Thursday January 14th, 2010.

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: 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.

→ *CLOSED*

ACTION: Paul Tykodi will create a PWG letterhead template and send e-mail when draft is available on PWG web site.

→ *CLOSED*

Meeting Discussion

Ira Action Item IANA Process – Ira gave an update as to the progress of the PWG IPP Workgroup request to IANA, to add new entries to IANA registries related to IPP operations, described in the many PWG specifications released since RFC 2911. During the holiday, Michelle Cotton of IANA had returned to Ira an updated version of the current IANA information related to IPP. Ira shared Michelle's information with Mike Sweet and a PWG IPP workgroup editorial correction suggestions response was returned to Michelle. These suggestions were accepted by IANA and Mike Sweet officially submitted them to IANA on behalf of the PWG IPP Workgroup on Wednesday January 6th, 2010. IANA will now begin the effort involved in adding all the new information submitted by the PWG IPP workgroup as part of the IPP 2.0 standards creation process.

IRA also clarified for the SC the intent of the open action item assigned to him. At this time, the IPP workgroup is the only active PWG workgroup with IANA considerations. Ira's e-mail to the SC will therefore outline an IPP specific IANA process (referencing relevant IETF guidelines) and it will not speak generically to a process requiring conformance across all PWG specifications.

This PWG process related review lead to some further discussion, which touched on three specific areas of PWG process conformance where problems sometime occur:

> *Conformance with PWG FTP Site Naming Convention* – Ira noted that not all contributors to the PWG FTP site were following the current PWG guidelines for naming convention. As an example, he noted that in completing the PWG Letterhead Action item, Paul had broken the documented PWG naming convention for both the new folder name containing the document template and in the name of the document template itself. Paul asked for direction on where the relevant PWG process documents were stored for his future reference and he then fixed the naming convention issue after the meeting was concluded.

> *PWG Draft Specifications are Sometimes Approved in Working Group Last Call Missing Required Sections like Internationalization* – Ira mentioned that due to the limited bandwidth of some of the people participating in PWG sponsored working groups, there have been times when a draft specification has passed working group last call and been forwarded to PWG last call with certain required sections missing from the document.

> As part of a wish to improve all working groups conformance with currently existing PWG procedures, the SC approved the following ongoing action item.

ACTION: The SC will require that all PWG chartered working groups forward any draft specifications going through working group last call to the PWG Secretary for a verification review insuring that all existing PWG document requirements have been successfully met. If the Secretary determines that a draft document is missing any PWG required attributes, the document will be prevented from being promoted to PWG last call until the missing information is added into the draft document.

→ *NEW*

Preparation for PWG Liaison Presentation to ISO/IEC JTC 1/SC28 on Friday January 22nd, 2010 – It was suggested that it would be prudent to review all links on the PWG web site prior to the ISO meeting in order to insure they are working correctly and that they point to reasonably current material .

ACTION: Paul will check all links on http://www.pwg.org web site to insure they are working and he will also verify the **Last Updated Date:** fields on all workgroup pages show activity occurring in the recent past. Paul will summarize the results of this activity in an e-mail to the SC mailing list to be sent no later than Wednesday January 13th, 2010

→ **NEW**

Item 5 – It was decided to close the outstanding ISO/IEC JTC 1/SC28 related action item and to assign a new item to Lee Farrell, which was to continue to updated the SC on the progress of the request to form a liaison relationship between ISO/IEC JTC 1/SC28 and PWG.

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

→ **NEW**

Item 6 – Nancy Chen reminded all participants of the opportunity to participate in the upcoming webinar at no charge due to PWG membership.

Meeting Discussion (continued)

Items 7 and 8 – The SC finalized the schedule for the upcoming February F2F by making some adjustments in the time given to the two plenary sessions. The changes were made in order to provide enough time to discuss some new information relevant to the IPP Everywhere BOF. Pete Zehler will cover the potential impact of certain MFD activities on IPP Everywhere and Paul Tykodi will introduce some of the key elements impacting printing in the area of cloud computing and browser based operating systems. The purpose is to begin generating some discussion about how these new environments may impact PWG standards creation and IPP Everywhere in the future. These two topics will precede the IPP Everywhere BOF.

```
Tues 2/9        9:00 AM to 12:00 PM      MFD
               12:00 PM to  1:15 PM      Lunch (and MWAi presentation)
                1:15 PM to  2:45 PM      MFD (part 2)
                2:45 PM to  3:00 PM      Break
                3:00 PM to  5:00 PM      WIMS

Wed 2/10        9:00 AM to 10:30 AM      MFD (part 3)
               10:30 AM to 10:45 AM      Break
               10:45 AM to 11:30 AM      Plenary (part 1)
               11:30 AM to 12:30 PM      Lunch
               12:30 PM to  1:45 PM      Plenary (part 2)*
                1:45 PM to  3:15 PM      IPP Everywhere BOF*
                3:15 PM to  3:30 PM      Break
                3:30 PM to  5:00 PM      IPP

Thurs 2/11      9:00 AM to 12:00 PM      IDS
               12:00 PM to  1:15 PM      Lunch
                1:15 PM to  3:30 PM      IDS
```

*Note – The SC made no determination as to where the break between Plenary (part 2) and IPP Everywhere BOF should occur. I have arbitrarily entered a time slot for each. My plan is to discuss how to organize the use of the complete time slot (12:30 PM to 3:15 PM) with Mike Sweet and Pete Zehler so that the flow of information makes sense to the audience.

Item 9 – The discussion of PWG membership renewal was postponed until the next SC meeting.

New Items

As part of the preparation for the PWG Liaison Presentation to ISO/IEC JTC 1/SC28 on Friday January 22nd, 2010, the SC discussed the need for a decision to be taken about the http://www.pwg.org home page. The specific item needing a decision is whether the links to the Wiki's should be included on the initial PWG home page or whether they should be moved the each individual work groups home page.

> ACTION: Lee Farrell will be given the responsibility to determine the appropriate method to follow within PWG existing guidelines in order to reach a decision about where the links to PWG working group Wiki's should be placed on the PWG web site. It is hoped that a decision can be approved at the next scheduled SC meeting (January 14th, 2009) and implemented immediately after the meeting.

→ *NEW*

Next SC call

The next teleconference will be held on January 14, 2010.

SC meeting adjourned.