# Minutes of the PWG *Process Document* Conference Call

# March 18, 2004

Harry Lewis
03/24/04

## Attendees

- Dennis Carney, IBM (Process Editor)
- Lee Farrell, Canon (PWG Vice Chair)
- Harry Lewis, IBM (PWG Chair; Process Editor)
- Ira McDonald, High North
- Norbert Schade (UPDF Technical Lead)
- Gail Songer, Peerless (IFX Chair)
- Peter Zehler, Xerox

## General Discussion

Norbert is currently taking UPDF through last call and he joined the phone conference to gain a better understanding of recent process changes and how they will affect his efforts. Norbert agrees to abide by the spirit of the new process although the document is not completely final. Clarification was sought regarding abstention votes in relation to quorum.

Decision: Abstentions count for establishing quorum. Abstentions are ignored when calculating 2/3 or 80% required YES (vs NO) votes for Final Approval.

ToDo: Add sample vote(s) that demonstrate rounding and the natural skew (from 2/3 to 80% even w/o strong objection) that may occur with a light number of votes.

We reviewed Ira's submission, an annotated sequence of PWG document filenames. Complete review is pending but we resolved several comments related to naming.

Decision: Although this reversed a previous tentative consensus, we will maintain the dotted notation style in PWG assigned numbers (ex. "5109.2" in the file `cs-abc10-20051225-5109.2.doc`).

Assertion: No file in STANDARDS or CANDIDATE STANDARDS directories will EVER be deleted. These are intended to be durable.

ToDo: Remove minor spelling correction in the IP section so that we can clearly and accurately make the claim that IP section has NOT been changed from the original section agreed upon in the initial PWG process document.

## Next Steps

- Complete review of Ira's annotated sequence of PWG document filenames including Dennis's comments.
- Consider removing table
- Final edits
- Attempt to last call ending in D.C. followed by Formal Approval which will clearly establish PWG process

## Next Conference Call

The next Process Document meeting will be conducted via conference call.

Time: 1pm Eastern  (10am Pacific) March 25, 2004

Call-in US Toll-free: 1-888-685-6850

Call-in International/Toll: 1-719-884-4669

Participant Identification number: 453876

See e-mail meeting notice for web meeting instructions.