

Project: **UN/CEFACT CII-BRS Repository Project / Template Team**

Date: 24-MAY-2017

Attendees: Andreas Pelekies (AP), Cyrille Sautereau (CS), Anne-Claire Krid (AK), Stefan Engel-Flechsig (SE), Lance Thompson (LT) , Richard Chresta (RC), Ulrike Linde (UL)

### **Top 1)**

Role Call, Introduction (AP)

### **Top 2)**

How to use confluence to find the meeting minutes and working documents (AP)

Number of lead editors in this project (LT); LT will check with the Raffaele Fantetti if a Co-Lead-Editor is possible

### **Top 3)**

Work on template started by working on a first draft. The template paragraphs should be filled with meta content on what kind of information should be given in a guideline using this template

After a first walk through the document text proposals should be given by the different editors.

The first walk through will continue in the next meeting.

### **Top 4) Timeline / Next steps**

☒ Mo 29-MAY, 13.00 - 15.00) [RW will invite]

Slot 2: French Team Work: 1 x 2 weeks

☒ Start in JUNE [SC will coordinate]

Slot 3: German Team Work, Web-Meeting 1 x 1 week.

☒ Start in JUNE [AP will coordinate]