

# 2020-11-11 Meeting notes

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## Date

11 Nov 2020

## Attendees

- [Serena Koh](#)
- [Ren Yuh Kay](#)
- [Miriam Goldby](#)
- [Raymond Yeh](#)
- [Gunnar COLLIN](#)
- [Ian Watt](#)
- [Luca Castellani](#)
- [Meera KUMAR](#)
- [Niels Nuyens](#)
- [Oswald Kuyler](#)
- [Simone Lamont-Black](#)
- [Soo Hyun Kim](#)
- [Tahseen Ahmad Khan](#)

## Goals

- Extension of MLETR draft timeline

## Discussion items

Time	Item	Who	Notes
15min	Draft	Kay, Simone, Gunnar, Miriam, Raymond	<ul style="list-style-type: none"><li>• Kay shared completed parts of draft whitepaper.</li><li>• Simone shared for chapter 2, they have not progress to draft yet due to workload, and looking to have the draft ready over next month.</li><li>• Gunnar (Chapter 3) shared work has started, and to start conference call with Miriam.</li><li>• Kay shared the ToC can be rearrange after the draft is ready.</li><li>• Raymond shared he has sent Kay a memo on what the reference implementation could look like.</li></ul>
45min	Project Variati on	Ian, Tahsheen	<ul style="list-style-type: none"><li>• Ian shared the Plenary, which is an annual event, had to be virtual in Apr this year, and there is a mini follow on happening in Nov and Apr 2021, will be the next plenary.</li><li>• The Plenary is the meeting of HoD, the Bureau, the Secretariat and so forth, and it has to report on all the work we are doing, and the work we have completed gets signed off to become standards and so forth.</li><li>• Ian mentioned for this project, over the next few weeks, to come up with an estimate to complete by components timeline, so if someone is unable to complete according to timeline, they can inform early so the task could be reassigned, parallel and so on.</li><li>• Then we can put that to the Bureau.</li><li>• Kay checked that by Apr Plenary, the project must have submitted to the bureau, did the editing, gone through the public consultation, the Oct Plenary could be a comfortable margin for the working group, but this needs to be agreed by working group.</li><li>• Tahseen mentioned there is a Bureau of UN/Cefact that performs the functions of plenary between two plenaries, hence, the project conclusion could happen outside the 2 plenary timings.</li></ul>

## Action items

- ☐ Contributors to come up with an estimated to completion timeline.
- ☐ Next conference call, in 3 weeks' time (Week of 30-Nov-2020), to progress of MLETR draft.