Printer Working Group
Steering Committee Meeting Minutes

Phone Conference
17 February 2005

Submitted by Harry Lewis, IBM, PWG Chairman

1   Time and Place

The PWG Steering Committee phone conference was held from Noon-1:00pm on Thursday, February 17, 2005.

2   Agenda

The agenda for the Steering Committee phone conference consisted of
- Review and accept minutes of last SC phone conference
- Membership renewals
- Status - Recruitment for PWG officers for terms beginning September 2005.
- Status - Recruitment for Semantic Model editor and w/g Chair
- Update on DMTF/WSDM alignment efforts
- Tokyo schedule

3   Meeting Attendees

Attendee	Company	Email Address
* Bergman, Ron	Ricoh	Ron.Bergman@rpsa.ricoh.com
* Farrell, Lee	Canon	Lee.Farrell@cda.canon.com
* Lewis, Harry	IBM	harryl@us.ibm.com
McDonald, Ira	High North	imcdonald@sharplabs.com
Sekine, Hitoshi	Ricoh	hitoshi@ussj.ricoh.com
* Thrasher, Jerry	Lexmark	thrasher@lexmark.com
* Zehler, Peter	Xerox	Peter.Zehler@xeroxlabs.com

* Steering committee member

4   PWG Steering Committee Business

4.1   Review of Previous Minutes

Minutes from Feb 03, 2005 accepted with minor comments

4.2   Membership Renewal

Harry provided status regarding annual PWG membership renewal. Reminders have gone out to all members whose dues are in arrears. Several members have responded with

intent to renew but they are still involved in internal check processing. In some cases, we have identified invoices reaching the wrong internal contact. We are correcting this.

We also need to address companies with whom we have lost touch (returned e-mail from listed primary contact) including Komatsu and BitStream.

We also need to address companies who have changed names and/or do not have signed membership agreements on file (ex. Zoran, Komatsu).

4.3 Semantic Model Chair and Editor

Harry is currently acting SM Chair and Editor. There have been no further responses.

4.4 IPP Working Group re-charter

Ron Bergman has agreed to fill the role of IPP w/g Chairman.

Near term projects for the IPP w/g to consider are
- MailTo notifications
- IANA registration of all semantic elements in the 8 5100.xx PWG IPP Candidate Standards

4.5 PWG Leadership

A call for nominations for PWG Officers, including Chairman, Vice Chairman and Secretary to begin in September 2005 has been issued. Two members have responded that they will accept Secretary and/or Vice Chairman roles once a Chairman has been selected.

4.6 PWG Web Page

Thanks to Gail, Jerry, Harry (and anyone else) who have accomplished some much needed updates. All working group Chairs should continue to review their links and content and either make the change or prepare a list of necessary changes.

Among other changes, the home page still needs a (new) "current officer's link" in addition to the "chairman's" page.

4.7 Active Liaisons

Harry met with Chairs from both WSDM and OMA (device management workgroup) to discuss the need for a "reverse" protocol and the potential to reuse WIMS. Both organizations are reviewing the WIMS specification. A high level overview of WIMS would be helpful for education and to support such interchanges with other organizations.

DMTF work register for PWG SM – DMTF CIM is still in process. Harry to check status with DMTF.

4.8 Tokyo agenda

We are taking a closer look at the Tokyo agenda. It now seems unlikely that there will be a joint FSG plenary and there may possibly be no FSG meeting, at all. The current proposal is

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(1) Monday - no PWG working group meetings
(2) Tuesday - P2600
(3) Wednesday morning - P2600
(4) Wednesday afternoon - PWG Plenary
(5) Thursday morning - WIMS overview and education
(6) Thursday afternoon - Port Monitor MIB and various
    MIB certification/testing issues
(7) Friday morning – Last Call review of WIMS
    WIMS Counter Spec, Counter MIB, and Counter Schema
    in preparation for Last Call completion 2 weeks following.
    Note: Counter Schema is 'at risk' due to the numerous amount of
    updates needed).
(8) Friday afternoon - no PWG working group meetings
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4.9 ISTO Fees and Activity

PWG is not, currently, pursuing any alternative to ISTO fees or activity as defined in the Participant Program Agreement.

4.10 Define Maintenance Activity Level

We did not discuss this topic. The following list is carried from previous meetings. We should attempt to conclude on this in subsequent SC conference calls.

1. Maintain a minimum of 1 face to face meeting per year as a Plenary, review of past and pending activity and direction setting for the PWG.
   a. Conduct most business via phone conferences
2. Define reduced (facilitator) roles for PWG Chairman, Vice Chairman and Secretary to encourage leadership continuity during low activity periods.
3. Emphasize regular maintenance of the PWG web site.
   a. There is a recommendation to develop the practice of a "PWG Quarterly Report" (or 6 months) posted on the web site to help inform and maintain interest in PWG activities. (This should be considered in general, not just during maintenance activity periods).

5 Action Items

Below is a list of action items resulting from the Camas Steering Committee meeting.

Action	Owner	Target Date
Call for IPP w/g participants	Ron Bergman	02/25/2005
~~Repeat (explicit) call for SM Chair/Editor~~	~~Harry Lewis~~	~~02/03/2005~~
PWG Membership status update	Harry Lewis	Recurring
W/G Chairs review web page content	W/G Chairs	02/18/2005

Identify webmasters	Harry Lewis	02/28/2005
Open nominations for PWG Officers	Harry Lewis	02/28/2005
SC define maintenance organization	Steering Committee	07/12/2005

6 Next Meeting

The next PWG SC conference call will be on Thursday, 3/3/2005 at Noon EST
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