**PWG MFD Working Group Teleconference Meeting Minutes**

**February 24, 2011**

**Attendees:**

Jerry Thrasher Lexmark

Bill Wagner, TIC

Nancy Chen, OkiData

Andrew Mitchell HP

Peter Zehler Xerox

1. **Identify Minute Taker –** Peter Zehler
2. **PWG Process**

Attendees were informed that the meeting is held in accord with the PWG Intellectual Property Policy. There was no objection.

1. **Approval of Minutes**

The last teleconference meeting minutes: **<**<ftp://ftp.pwg.org/pub/pwg/mfd/minutes/pwg-mfd-minutes-20110201.pdf>> was accepted.

1. **Agenda bashing**

1. Identify Minute Taker

2. Approval of minutes from last teleconference

<<ftp://ftp.pwg.org/pub/pwg/mfd/minutes/pwg-mfd-minutes-20101207.pdf>>

3. Agenda bashing

4. Discuss MFD Model and Common Semantics Last Call

<<ftp://ftp.pwg.org/pub/pwg/mfd/wd/wd-mfdmodel10-20110222.pdf>>

<<ftp://ftp.pwg.org/pub/pwg/mfd/white/MFD_Model_Last_Call_changes_2-22-11.docx>>

5. Review Action Items.

6. Next steps

No objection to the agenda.

1. **Discuss MFD Model and Common Semantics Last Call**
2. It appears that Last Call will complete by the end of the day
3. Completed review of current comments. Xerox will clarify 2 of its comments. Most comments accepted. A couple of the comments were rejected. Details will be posted in the Last Call Resolutions document to be published along with the LCRC version of the specification.
4. Pete to provide description/references for tables
5. **Forgot to review Action Items**
6. **Next Steps**
   * **Create LCRC for specification & proceed to formal vote in SC**
   * **Send Copy Service specification to PWG Last Call**
   * **Send FaxOut Service specification to PWG Last Call**

**Action Items**

1. Mike to provide boilerplate text for section 12 security considerations as part of the last call comments (Done)
2. Nancy to provide last call feedback requesting changes to the security considerations (Done)
3. Bill to coordinate review of new security considerations text. (Done)
4. Pete to make sure that the latest version of the schema uses a different version number than the latest named version. (Done)
5. Pete to add link to latest named version of the schema as well on MFD page
6. Bill will look for text from previous MFD Overall drafts that was removed for System Control Service
7. Mike to add printer-charge-info-uri discussion to IPP Everywhere agenda
8. Pete to supply description/references for tables in specification
9. Bill to create LCRC version of the specification
10. Pete to request SC to initiate a Formal Vote for the specification
11. Pete to initiate PWG Last Call of Copy Service specification
12. Pete to initiate PWG Last Call of FaxOut Service specification