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.

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

4. **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.

5. **Discuss MFD Model and Common Semantics Last Call**
   1) It appears that Last Call will complete by the end of the day
   2) 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.
   3) Pete to provide description/references for tables

6. **Forgot to review Action Items**

7. **Next Steps**
   o **Create LCRC for specification & proceed to formal vote in SC**
   o **Send Copy Service specification to PWG Last Call**

47   **o**   **Send FaxOut Service specification to PWG Last Call**

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50   **Action Items**

51   1) Mike to provide boilerplate text for section 12 security considerations as part of the last

52   call comments (Done)

53   2) Nancy to provide last call feedback requesting changes to the security considerations

54   (Done)

55   3) Bill to coordinate review of new security considerations text. (Done)

56   4) Pete to make sure that the latest version of the schema uses a different version number

57   than the latest named version. (Done)

58   5) Pete to add link to latest named version of the schema as well on MFD page

59   6) Bill will look for text from previous MFD Overall drafts that was removed for System

60   Control Service

61   7) Mike to add printer-charge-info-uri discussion to IPP Everywhere agenda

62   8) Pete to supply description/references for tables in specification

63   9) Bill to create LCRC version of the specification

64   10) Pete to request SC to initiate a Formal Vote for the specification

65   11) Pete to initiate PWG Last Call of Copy Service specification

66   12) Pete to initiate PWG Last Call of FaxOut Service specification

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