

Network Working Group  
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On the Formatting and Content of IETF Working Group Agendas and Minutes  
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Abstract

[RFC 2418](#) outlines the procedures for IETF Session operation. However, it contains little information about post-IETF meeting working group chair responsibilities. In particular, it provides little guidance with respect to either form or submission deadlines for the artifacts of the meeting, namely, session minutes and presentation materials. This document addresses the form and content of Working Group agendas and minutes.

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## **1. Introduction**

[Section 3.1 of RFC 2418](#) [[RFC2418](#)] outlines the procedures for IETF Working Group operation. However, it contains little information about post-IETF meeting working group chair responsibilities. In particular, it gives little guidance with respect to either form or submission deadlines for the artifacts of the session, namely, working group minutes and presentation slides. The remainder of this document focus on the format, submission procedure, and deadlines for both session (e.g., Working Group) minutes and presentation materials.

## **2. Agendas**

[RFC 2418 section 3.1](#) defines a clear role for the agenda as part of the session planning. It states:

For coordinated, structured WG interactions, the Chair(s) MUST publish a draft agenda well in advance of the actual session. The agenda should contain at least:

- The items for discussion;
- The estimated time necessary per item; and
- A clear indication of what documents the participants will need to read before the session in order to be well prepared.

This mandate serves a number of needs. It allows working group chairs to carefully optimize the meeting time. Presenters know well in advance how to tailor their presentations to the allocated time and participants know what material to read in order to come prepared. In addition, a good agenda can act as a checklist for the for the chairs during the meeting.

### **2.1. Agenda Content and Formatting Considerations**

There are a couple of considerations that can help one to produce an agenda that serves everybody's needs. One will always have to try to make trade-offs between the size of the formatted document and the amount of detail to add. This document suggests some content and some hints to present this content in a uniform way.

According to [[MEETINGTOOL](#)], agendas can be submitted in HTML and TXT encoding. Since a clearly formatted agenda can be used as a template for the construction of the minutes one should clearly structure the source text.



**2.1.1. The Header**

To unambiguously identify the agenda the header should at least contain the name of the working group and its acronym and the IETF meeting to which this meeting relates.

By adding some standard information to your header the agenda can be used as a 'one-stop-shop' for all information regarding the meeting. Consider adding the location and time of the meeting, pointers to the jabber room, pointers to audio- or web-cast and a pointer to the working groups web pages. Versioning the agenda is also a recommended practice. Finally, don't forget to add the contact information of the chairs.

Try to separate the header from the rest of the agenda with a "graphical" element such as a line of "="-signs when the agenda is encoded in TXT or the <hr> when the agenda is encoded in HTML.

Figure 1 provides an example Agenda Section Header.

```

Formatting of IETF Workflow Documents Group (FIWD) AGENDA

Meeting : IETF202, Monday 34 November 2032.
Location: Fargo Hilton, Coens room, 12:30-14:00.
Chairs  : Brian De Palma <brian@example.com>,
         Fernando Meirell <fernando@example.com>
Jabber  : FIWD@jabber.ietf.org
URL     : http://tools.ietf.org/wg/FIWD/
Agenda  : version 1.4 (draft)
=====

```

Figure 1: Agenda Section Header

**2.1.2. The Body**

The body of the agenda presents the structure of the meeting. In our experience the meeting can usually be split in 'topics'. The meeting-administrivia is one 'topic', the administrivia concerning the working group documents is another 'topic'. By trying to structure the agenda by 'topic' a chair brings structure to the meeting. Stated from a meeting-centric point of view: The structure of a meeting should be represented in the agenda.

For each topic there will be a number of sub-topics. All subtopics have a title, and in the most common case, somebody to speak for them. If there is reading material such as an internet-draft a reference should be supplied. For each subtopic you should indicate how much time is allocated.



Note that it often happens that people want to be in the room for a particular topic. By also indicating the total time allocated to a topic one can allow participants to selectively join rooms.

Try to format topics and subtopics so that they can be clearly distinguished. Indentation and or 'section numbers' are handy formatting tools. Introducing a topic with one or two lines may help to identify what the intended goal of the discussion is.

We suggest that you always include "Meeting Administrivia" as a topic. By explicitly sub-topics like "Previous Minutes", "Scribe" and "Blue Sheets" a chair can be sure those topics are addressed.

When using HTML to encode the agenda we suggest you put in links to the document and use a short notation. When using text, consider that you have to trade off writing out complete URLs (in order to facilitate cutting and pasting) versus the conciseness of using only draft names. Figure 2 provides an example Agenda Body.





```

----- Example Agenda Body -----
A. Meeting Administrivia chairs (total: 5 min)
  - Mailing list and URL
  - Minutes Scribe
  - Jabber Scribe
  - Blue Sheets
  - Agenda Bashing
  - Previous Minutes
  - Action Items

B. Stalled Work chairs (total:10 min)
Documents that have not seen anything happen. Status update
and proposed way forward.
  - draft-ietf-fiwd-handwritten-minutes-12.txt
  - draft-ietf-fiwd-agenda-over-sms-02.txt
  - discussion

C. Page Numbers (total: 30 min)
Several proposals on page numbering have been put forward.
We will have to make a choice based on requirements.
(draft-ietf-fiwd-pnum-requirements-5.txt)

  - Page numbers at the center Gilliam (10 min)
    draft-ietf-fiwd-pnum-centr-02.txt
  - Page numbers at the right Coppola (10 min)
    draft-ietf-fiwd-pnum-right-06.txt
  - Page number strawman and chairs (10 min)
    discussion

D. Possible Work Items (total: 15 min)

D.1 XML based agendas and minutes. Coens (10 min)
Work on development of a DTD for minutes
and agendas.

  - draft-coens-fiwd-pnum-xml-workflow-docs-02.txt
  - Discussion (5 min)

D.2 (...)

G. Working Group Administrivia (total: 10 min)
G.1 Conclusion WGLC minutes translation chairs (3 min)
  - draft-ietf-fiwd-translation-05.txt
Chair summarizes WGLC.
-----

```

Figure 2: Example Agenda Body



### **3. Minutes**

[Section 3.1 of RFC 2418](#) mandates that "All working group sessions (including those held outside of the IETF meetings) shall be reported by making minutes available". And while there a brief discussion of the desired content (note that this is not required content), including the session agenda, an account of the discussion including any decisions made, and the list of attendees, it gives little other guidance. Further, while the IETF secretariat maintains "instructions" web pages [[MINUTES](#)], they provide only vague guidelines, and note that the format and content of the minutes is to be "is defined by the chair and minute-taker". As a result, IETF session minutes are of widely varying content and quality. In the following sections we outline a standard format for IETF session minutes, and a process for their submission.

#### **3.1. The Purpose of Session Minutes**

[RFC 2418](#) states that "It is also good practice to note important decisions/consensus reached by email in the minutes of the next 'live' session, and to summarize briefly the decision-making history in the final documents the WG produces." Note that decisions reached during a face-to-face meeting about topics or issues which have not been discussed on the mailing list, or are significantly different from previously arrived mailing list consensus must be reviewed on the mailing list. This suggests the importance of the working group's minutes: while the working group minutes just reporting and critical record-keeping, there are times when a working group's minutes play an important role in signaling the subsequent confirmation process (post working group meeting) on the mailing list.

The suggestion here is that the purpose of the minutes is to summarize and document the history and activity (and in particular, any decision making activity) of the live meeting, both for those who could not attend, and for archival purposes. Thus timely submission of minutes, along with standardized format and quality, are essential to the operation of the IETF process.

The guiding principle behind the minutes, then, is that they must convey enough information to a non-attending reader to be able to review the meeting activity and understand the meeting outcome. In general, the minutes must be of sufficient detail and accuracy such that if an event cannot be understood to have happened from the minutes, then the event in question "did not happen" at the meeting.



### **3.2. Minutes Content Considerations**

In general, session minutes serve two main functions. First, they provide a record of the issues discussed during the meeting, and those participating in the discussions for those who weren't in attendance. Second, they provide a record that can be used to review decisions that were made (such as those items on which the WG has reached consensus, etc). As such, standardized format, as well as quality and completeness, are essential to the operation of the IETF process. In particular, as noted in [\[MINUTES\]](#), "Minutes should provide a thorough summary of the issues discussed during the working group/BOF sessions".

Note that it is important to record each draft which is discussed at the meeting, including its revision number, since the discussion needs to be placed in context. This includes drafts that have not yet been accepted as working group documents, and late revisions of working group documents. This is important as working group minutes are frequently used as a resource answering questions relating to prior art, as well questions about the state of the technical development of a protocol. We recommend that a list of all drafts mentioned during the discussion is added just before each topic is summarized

The main body of the Minutes section must be a prose description of the issues discussed at the meeting and any apparent conclusions reached in the room. Other material may be included as supporting documentation from the meeting -- for example, transcript-style notes ("A said," then "B said," then "C said"), or a detailed list of changes to a document. These should be included as attachments to, and not replacements for, the Minutes.

Action items are a good way to document commitments of participants. We recommend action items to be explicitly mentioned at the end of each topic or at the end of the minutes.

Finally, the minutes may include any other additional information that the working group chair deems appropriate as as appendices or attachments.

### **3.3. Minutes Formatting Considerations**

#### **3.3.1. The Header**

In order to unambiguously identify the minutes they should, just like agendas, have a clear and unambiguous header. The content should at least contain the name of the working group, the IETF number, the date and time of the meeting and the name of the scribes. A version



number is recommended. Figure 3 provides an example Agenda Header.

```

Formatting of IETF Workflow Documents Group (FIWD) Minutes

Meeting : IETF202, Monday 34 Noctember 2032.
Location: Fargo Hilton, Coens room, 12:30-14:00.
Chairs  : Brian De Palma <brian@example.com>,
          Fernando Meirell <fernando@example.com>
Minutes : Martin Scorsese <martin@example.net>
          Version 2
=====

```

Figure 3: Example Minutes Header

**3.3.2. The Body**

The Agenda Body should occur just below the agenda header. To improve readability, we suggest that details are skipped and only the main topics are listed. We suggest that the sub-topic structure is maintained in the minutes.

Try to format the text in such a way that topics and subtopics are clearly grouped. Start each (sub)topic with adding the names of document that have been discussed. A properly formatted agenda can easily be used as a template. Working group chairs could suggest minute takers to construct such a template from the agenda before the meeting.

Enumeration room consensus or actions for each topic is helpful.

Figure 4 contains an example of the formatting of a the body of a set of minutes for our imaginary working group. We try to present an example for a style that captures the gist of the meeting and a formatting that represents the structure of the meeting.

**3.3.3. Length of Submitted Minutes**

Minutes should provide a thorough summary of the issues discussed during the working group/BOF sessions, and should BE limited to a maximum of six pages of text.

**3.4. The Body**

The Agenda Body should occur just below the agenda header. To improve readability, we suggest that details are skipped and only the main topics are listed. We suggest that the sub-topic structure is maintained in the minutes.





Try to format the text in such a way that topics and subtopics are clearly grouped. Start each (sub)topic with adding the names of document that have been discussed. A properly formatted agenda can easily be used as a template. Working group chairs could suggest minute takers to construct such a template from the agenda before the meeting.

Enumeration room consensus or actions for each topic is helpful.

Figure 4 contains an example of the formatting of a the body of a set of minutes for our imaginary working group. We try to present an example for a style that captures the gist of the meeting and a formatting that represents the structure of the meeting.

**3.5. Length of Submitted Minutes**

Minutes should provide a thorough summary of the issues discussed during the working group/BOF sessions, and should BE limited to a maximum of six pages of text.

----- Example Minutes Body -----

=====

AGENDA

- A. Meeting Administrivia
- B. Stalled Work
- C. Page Numbers
- D. Possible Work Items
  - D.1 XML based agendas and minutes.
  - D.2 (...)
- G. Working Group Administrivia
  - G.1 Conclusion WGLC minute translation

=====

MEETING Report

- A. Meeting Administrivia

Martin Scorsese volunteered as scribe.  
 Luc Besson volunteered as jabber scribe.

Minutes of the IETF201 where posted and finalized within 2 weeks after IETF201. The minute takes is acknowledged. The room unanimously approved the minutes.

There was one action item from IETF201, this is dealt with in item B of this meeting.



## B. Stalled Work

Documents that have not seen anything happen. Status update and proposed way forward.

- [draft-ietf-fiwd-handwritten-minutes-12.txt](#)
- [draft-ietf-fiwd-agenda-over-sms-02.txt](#)

The chairs explained that the document editors for these draft have changed their jobs and have requested to be resigned as editors. Volunteers have been called for on the list but nobody stepped forward. The chairs suggest that this work is dropped from the charter.

Quint Tarantino notes that this work has seen little activity except from the editors he wonders how this work ever made it on the charter. The discussion drifted into how handwriting can effectively be scanned. It was concluded by requesting the chairs to remove this work from the charter.

Action on chairs: Have these drafts removed from the charter.

## C. Page Numbers

- \* [draft-ietf-fiwd-pnum-requirements-5.txt](#))
- \* [draft-ietf-fiwd-pnum-centr-02.txt](#)
- \* [draft-ietf-fiwd-pnum-right-06.txt](#)
- \* [draft-verhoeven-two-pnums-per-page-02.txt](#)

Several proposals on page numbering have been put forward. We will have to make a choice based on requirements. ([draft-ietf-fiwd-pnum-requirements-5.txt](#))

- Page numbers at the center  
[draft-ietf-fiwd-pnum-centr-02.txt](#)

Gilliam presented his slides (see proceedings).

During his presentation he stressed that that printing page numbers in the center of the page eases double sided printing.

- Page numbers at the right  
[draft-ietf-fiwd-pnum-right-06.txt](#)

Coppola explained that during Gilliam presentation that there are economic and environmental considerations in addition to the aesthetic principles on which the 'pnum-right' draft is based. The room hummed in consensus when the chairs suggested to document the economical issues



in the 'pnum-centr' draft and the original requirements draft and then move to last call.

- Page number strawman and discussion

The strawman was not discussed. See above.

During the meeting Steve Spielberg noted that his company had IPR on printing page numbers on both the left and the right hand side of the paper in order to ease double sided printing. This bears relevance to a personal submission to this group; [draft-verhoeven-two-pnums-per-page-02.txt](#) The chair asked him to file the IPR claim via the IPR pages on the IETF website.

Action on Gilliam: update pnum-centr to document the economical and environmental considerations of two-side printing

D. Possible Work Items  
(...)

---

Figure 4: Example Minutes Body

#### 4. Encoding

[MEETINGTOOL] allows HTML encoded minutes. We suggest that txt encoding is used except for those cases in which the working group chair wants to emphasize flow or other formatting.

In summary, the minutes for the IETF proceedings must be submitted in ASCII form, and formatted either in either plain text format or in HTML. That is, non-ASCII binary formats such as JPEG [[JPEG](#)] or executable code such as Java [[JAVA](#)] must not be included in submitted minutes.

#### 5. Submission Procedure and Deadlines

There are at least three places in IETF literature where the disposition of session minutes are discussed:

[Section 3.1 of RFC 2418](#) states that "The minutes shall be submitted in printable ASCII text for publication in the IETF Proceedings, and for posting in the IETF Directories and are to be



sent to: [minutes@ietf.org](mailto:minutes@ietf.org)".

The IETF Secretariat "minutes page" [[MINUTES](#)], which states that "Minutes for the IETF proceedings must be submitted in ASCII form by the end of two weeks following the meeting".

The IETF Secretariat "proceedings page" [[PROCEEDINGS](#)], which states that "The deadline for submission of minutes and presentation slides for inclusion in the IETF meeting proceedings is four weeks from the Friday of the meeting week."

While [RFC 2418](#) is silent on deadlines, and there is a discrepancy between the minutes page and the proceedings page. To resolve this ambiguity, the proceedings page takes precedent and the final form of meeting minutes must be submitted in ASCII form by the fourth Friday following the meeting week. For example, in the case of the 59th IETF Meeting (March 01, 2004 - March 05, 2004), minutes are required to be received by the IETF Secretariat ([minutes@ietf.org](mailto:minutes@ietf.org)) by April 02, 2004 (i.e., the fourth Friday following the meeting week).

Finally, note that draft minutes must not be submitted to [minutes@ietf.org](mailto:minutes@ietf.org), and only final versions of session minutes will be accepted.

## **6. Minutes Errata -- Correcting Mistakes**

Corrections to minutes will be accepted until the Friday six weeks from the Friday of the meeting week. Such corrections should be sent to [minutes@ietf.org](mailto:minutes@ietf.org). In general, the rule can be stated as follows:

The Working Group Chair can make changes to submitted minutes or presentation materials for six weeks from the Friday of meeting week; However, the chair must have submitted some form of the materials to the IETF Secretariat by the fourth Friday following the meeting week.

IETF secretariat also maintains a "slides" web page [[SLIDES](#)] which outlines acceptable encodings (outlined below), and layout guidelines for session presentation materials. However, these guidelines are (possibly necessarily) vague, and provide no procedures for working group chairs to ensure consistent cross-working group presentation quality. As a result, IETF session presentation materials are of widely varying content and quality. In the following sections we outline a standard format for IETF session materials, and a process for their submission.

In general, in order to have presentation materials included in the





meeting proceedings, an on-line copy set of the slides in an approved format, must be submitted within two weeks following the meeting (see discussion of formats and deadlines below). Presentation slides covering information reported in the minutes need not be submitted.

**7. Format: General Layout Guidelines**

[SLIDES] outlines the general layout guidelines for presentation materials to be included in IETF proceedings. In particular:

Paper size: 215.9x279.4mm (Letter), all other sizes will be modified to fit.

Avoid unnecessary detail in slides, they will be difficult to read in the reduced hard copy version

Avoid using color schemes which wash out information when printed in black-and-white

Landscape layout will be printed 6 horizontal frames per page - use at least an 16-point font

Portrait layout will be printed 4 vertical frames per page - use at least an 14-point font

**8. Encoding**

[SLIDES] lays out the accepted presentation formats. In particular, the presentation materials must be provided one following encodings in order to be accepted for publication in the meeting proceedings:

File Name	Encoding
* .txt	Plain Text (Win/*nix/Dos/Mac/Be)
* .doc	Microsoft Word Document
* .pdf	Adobe Portable Document Format
* .ps	Adobe PostScript
* .ppt	Microsoft PowerPoint
* .html	HTML

Many presenters are currently use MagicPoint [MGP] as a presentation tool, MagicPoint format documents must be converted to one of the above formats for submission to proceedings@ietf.org.



## **9. Submission Procedure and Deadlines**

While submission of minutes is mandatory, submission of slides is optional. Again, there is a discrepancy between the IETF secretariat "slides" page [[SLIDES](#)] and the proceedings page [[PROCEEDINGS](#)]. To resolve this ambiguity, the proceedings page takes precedent and the final form of meeting presentation set must be submitted in an approved form by the forth Friday following the meeting week. For example, in the case of the 59th IETF Meeting (March 01, 2004 - March 05, 2004), presentation materials are required to be received by the IETF Secretariat (proceedings@ietf.org) by April 02, 2004 (i.e., the forth Friday following the meeting week).

Presenters must provide presentation materials in one of the acceptable formats described above to the working group chair by the first Friday following the meeting. This gives the chair or chairs time to organize their submission to proceedings@ietf.org. If a presenter fails to provide the working group chair with presentation materials in a timely fashion or in standard format, the materials may not appear in the meeting proceedings.

Once the working group chair has received presentation materials, the chair must fill out the form on [[PROCSUB](#)], and submit it with the presentation materials. Hard copies must not be submitted, as they will not be used. Finally, slides should not be submitted for the proceedings if they contain information included in the minutes.

Note: The materials must be in electronic form, but the form is pdf (not amenable to editing, etc).

## **10. Presentation Errata -- Correcting Mistakes**

Corrections to minutes will be accepted until the Friday six weeks from the Friday of the meeting week. Such corrections should be sent to proceedings@ietf.org. In general, the rule can be stated as follows:

The Working Group Chair can make changes to submitted minutes or presentation materials for six weeks from the Friday of meeting week; However, the chair must have submitted some form of the materials to the IETF Secretariat by the forth Friday following the meeting week.

## **11. Recommendations**

As outlined in [Section 1.1](#) above, minutes serve to "note important



decisions/consensus reached by email in the minutes of the next \'live\' session, and to summarize briefly the decision-making history in the final documents the WG produces." However, the highly variable format, quality and content of the minutes makes this goal difficult if not impossible to achieve.

Since the purpose of the minutes is to summarize and document the history and activity (and in particular, any decision making activity) of the live meeting, both for those who could not attend, and for archival purposes, they are of critical importance. One relatively straight forward way to address this problem is described in the next section.

Finally, it is worth noting that the IETF already has this mechanism in place. However, it is only used for those sessions that are also have video recording.

## **12. Acknowledgments**

Rebecca Bunch, Leslie Daigle and Allison Mankin made several helpful and clarifying comments on earlier versions of this document. [[IMDB](#)] is acknowledged for the inspiring pool of names in the examples.

## **13. Security Considerations**

This document specifies neither a protocol nor an operational practice, and as such, it creates no new security considerations.

## **14. IANA Considerations**

This document creates a no new requirements on IANA namespaces [[RFC2434](#)].

## **15. References**

### **15.1. Normative References**

[RFC2418] Bradner, S., "IETF Working Group Guidelines and Procedures", [BCP 25](#), [RFC 2418](#), September 1998.

[RFC2434] Narten, T. and H. Alvestrand, "Guidelines for Writing an IANA Considerations Section in RFCs", [BCP 26](#), [RFC 2434](#), October 1998.



## **15.2. Informative References**

[MEETINGTOOL]

"The IETF Meeting Materials Management Tool", Web Page:  
[http://www.ietf.org/instructions/  
meeting\\_materials\\_tool.html](http://www.ietf.org/instructions/meeting_materials_tool.html), 2005.

[MINUTES]

"Minutes for the IETF Proceedings", Web  
Page: <http://www.ietf.org/instructions/minutes.html>, 2005.

[PROCEEDINGS]

"Submitting Input to IETF Meeting Proceedings", Web  
Page: <http://www.ietf.org/instructions/proceedings.html>,  
2005.

[PROCSUB]

"Proceedings Submission Form", Web  
Page: <http://www.ietf.org/instructions/proxform.pdf>, 2005.

[SLIDES]

"Presentation Slides for the IETF Proceedings", Web  
Page: <http://www.ietf.org/instructions/slides.html>, 2005.

[JAVA]

"The JAVA Programming Language", Web  
Page: <http://java.sun.com>, 2005.

[JPEG]

"The JPEG Image Format", Web Page: <http://www.jpeg.org>,  
2005.

[MGP]

"MagicPoint", Web Page: <http://member.wide.ad.jp/wg/mgp>,  
2005.

[IMDB]

"The Internet Movie Database", Web  
Page: <http://www.imdb.com/>, 1990-2005.

## **Appendix A. Templates**

### **A.1. Agenda Template**

[ED note: In the final document we would want to have this on a  
separate page]

<Working Group Name> (<working group abbreviation>) AGENDA

Meeting : IETF<Number> <Scheduled Date of Meeting>  
Location: <Hotel and room information>, <timeslot>  
Chairs : <chair name> <chair email address>  
<co-chair1 name> <co-chair1 email address>  
Jabber : <jabber room URL>





URL : <Working Group or URL>  
Agenda : version: <Agenda Version>

=====

AGENDA

o Meeting Administriva <allocated time (minutes)>

- Mailing list: <subscription info>
- Scribe(s)
- Blue Sheets
- Agenda Bashing
- Previous minutes
- Action Items

o Review and status of work items

Active Drafts

-----

<Draft Name> <allocated time (minutes)>

<draft file name>

<author>

...

<drafts> <allocated time (minutes)>

Potential New Work

-----

+ Work Item1

<Draft Name> <allocated time (minutes)>

<draft file name>

<author>

<Discussion> <allocated time (minutes)>

+ Work Item2

<Draft Name> <allocated time (minutes)>

<draft file name>

<author>

<Discussion> <allocated time (minutes)>

Other

-----

<misc stuff>



**A.2. Minutes Template**

[ED note: In the final document we would want to have this on a separate page] It is probably easiest to use the published agenda to derive the actual minutes template

<Working Group Name> (<working group abbreviation>) MINUTES

Meeting : IETF<Number> <Scheduled Date of Meeting>

Location: <Hotel and room information>, <timeslot>

Chairs : <chair name> <chair email address>  
<co-chair1 name> <co-chair1 email address>

Minutes : <minute taker name> <minute taker email address>  
version: <Agenda Version>

=====

AGENDA

- A. Meeting Administrivia
- B.
- C.
- D.
- D.1
- D.2

=====

Meeting Report

- A. Meeting Administrivia

<Minute Scribe> volunteered as minutes scribe.  
<Jabber Scribe> volunteered as jabber scribe.

< status previous minutes >

- B. < topic title >
  - \* < [draft-foo-discussed-draft-1](#) >
  - \* < [draft-foo-discussed-draft-2](#) >
  - \* < [draft-foo-discussed-draft-3](#) >

< Meeting prose >

< Action Items >

- C. < topic title >
  - \* < [draft-foo-discussed-draft-1](#) >
  - \* < [draft-foo-discussed-draft-2](#) >
  - \* < [draft-foo-discussed-draft-3](#) >

< Meeting prose >



< Action Items >

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