

# 24 September 2014

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Dear Colleagues,

Our eduGAIN Policy call is today at 4:00 pm ET. Below are the call coordinates, homework and agenda for that discussion. We will continue discussion on our "punch list" with a quick recap of numbers 1-8 and then begin discussion on #9:

## Preparation for the call

- <https://spaces.at.internet2.edu/display/incinterfed/eduGAIN+Punch+List>

## Agenda

We will continue discussion on our "punch list" with a quick recap of numbers 1-8 and then begin discussion on #9:

## Dial-in numbers

+1-734-615-7474 (English I2, Please use if you do not pay for Long Distance),

+1-866-411-0013 (English I2, toll free US/Canada Only)

PIN: 0103284

Thanks!

Ann, Theresa and Tracy

## Notes

Notes from recap of last week's meeting.

Discussion of next points and steps after punch list and points are hammered out. John would like draft with changes by November 1; however, this will not be possible because of nuances being uncovered during discussions.

Suggested that we could present a complete deliverable and recharter by first of the year.

Question was asked: After punch list is complete, what is the goal to meet within the timeframe.

Goal is documentation regarding legal language changes that will be incorporated into the FOPP and PA.

Steps to complete:

Winnow through the punch list. So far two issues have been identified that need separate discussion. Note: won't have language or documentation by November 1 and communication strategy will not be clear and complete by November 1. May need to re-charter the group due to this.

Need to harmonize the agreements for substance and ensure that policy and process are in place.

The intermediate piece may require a subgroup to write the legal/exact language. Will need help with documentation and communication of substance and process.

Tracy will send out message for next week.