UA EAI WG Meeting
16th November 2022

Attendees
Mark Svancarek
Abdalmonem Galila
Hanan
Arnt Gulbrandsen
Yin May Oo

Agenda
1. Welcome and roll call

2. Continue on flowchart for the self-certification guide
   a. Developing a roadmap for implementing the EAI [self-certification guide](#)

   b. [Statement of Work (SOW)](#) for E1.1 and E1.2
      i. E1.1 Building a self-certification tool to generate EAI readiness score.

      ii. E1.2 Helping early EAI providers perform self-certification using the guide.
   c. User acceptance tests

   d. A quick guide for IT and procurement managers.
3. Other action items in the FY23 Action Plan to be included in the flowchart
   a. E2 Make it easier to experiment with a self-hosted working EAI system
   b. E3.1 and E3.2 that can be done in parallel

E3.1 Identify reference customers to showcase adoption of globally inclusive email, and document the experience (customer studies)
E3.2 Identify reference mail service providers to showcase for adoption of globally inclusive email, and document the experience (provider stories)
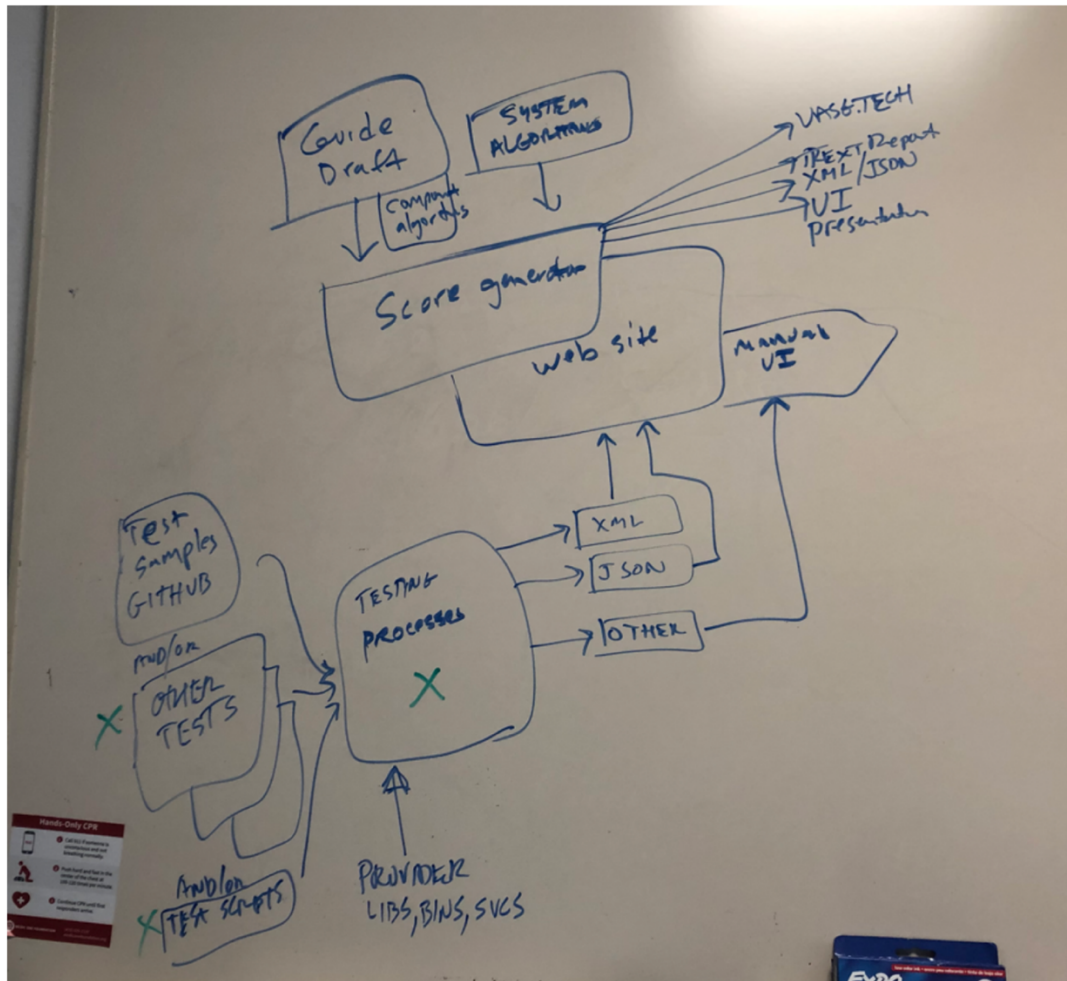
[**Meeting recording**](#) **-** Passcode: *%9Fa2j%%4

Meeting Notes

Mark summarized the previous meeting and explained the agenda. The focus of the meeting is item number 2. The next part of the action item would be to figure out how to hire a vendor based on the Score Generator template, and part two would be helping the early EAI adopters to test out the Score Generator.

Mark shared his spreadsheet and explained the workflow of EAI Self-Certification Score Generator. He explained how the scores would be generated by the Score Generator using the spreadsheet. The scores are based on how many tests were passed, as silver, gold or platinum. The silver tests are the most basic parts of overall Universal Acceptance and the whole test will be failed if one silver criteria is failed.

Mark referred to the architectural diagram presented in the previous meeting.

Arnt said it looked good to move on to the next step with what we already have.

Mark asked if it is possible for ICANN Staff or Community member to complete the spreadsheet before explaining to the vendor using this. Also, to finish or clean up the guide and let the vendor use it. This will be discussed more.

Arnt questioned and discussed about item 2.c. user acceptance test whether this item refers to the companies or end-users. Mark answered the definition could be pretty vague. Abdalmonem explained about this item. We shall figure out the UAT topic after checking with comms and early adopters.

Action item for the next meeting is to define who are the early EAI adapters and to plan the testing stages for item 2.c User Acceptance tests.

Next Meeting: Tuesday 22nd November 2022 at 15:30 UTC

Action items

No.	Action Item	Owner
1	Finish up the spreadsheet	EAI WG
2	Define who are the early EAI adopters	EAI WG
3	Plan the testing stages for 2.c.	Mark Sv
4	Create a flow chart	Abdalmonem