

EAI Working Group Meeting

7th July 2020

Attendees

1. Abdalmonem Galila
2. Jim DeLaHunt
3. Mark Datysgeld
4. Mark Svancarek (Chair)
5. Mohamed Elbashir
6. Sarmad Hussain

Meeting Agenda

1. Review the previous meeting note (optional)
2. Review the [Best Practice for Mailbox Name. \[docs.google.com\]](#)
3. AOB
 - a. WHATWG discussion

Meeting notes :

The group made good progress in drafting the “Best Practice to Mailbox” document and the remaining sections that need drafting are the following:

- RTL Scripts consideration
- Executive Summary

The normalization section needs to be simplified, the group agreed to change the term “variants”, the following terms were proposed: equivalent, related, alternative and similar but none were selected and it was agreed to choose the term in the next meeting.

The document content needs to be reviewed. The WG chair requested that members review the text, add comments or edits directly in the document online until the next WG meeting.

The next meeting: Tuesday, 14th July 2020 at 17:00 UTC (60mins)

The Action Items:

No.	The meeting(s) Action Items	Owner
1	<i>Review the document content, update and finalize it in the group meeting on Tuesday, 14th July 2020</i>	<i>Chair, WG members</i>
2	<i>Suggest a text for the RTL section</i>	<i>Abdelmonem</i>
3	<i>Suggest a text for the executive summary section</i>	<i>Jim</i>

No.	The Previous meeting Action Items	Owner	Status
1	<i>The Chair to get feedback from Microsoft Browser's team, determine the next step on WHATWG prepared email letter (e.g include reference to the browsers support in WHATWG letter)</i>	<i>Mark S.</i>	<i>ongoing</i>