UA EAI WG Meeting
14 January 2020

Attendees

Abdalmonem
Cheryl Langdon-Orr
Harish Chowdhary
Mark Datysgeld
Mark Svancarek
Nitin Walia
Sasa Kovacevic
Stephen Jordan
Sushanta Sinha
T Santhosh
Pitinan Kooarmornpatana
Sarmad Hussain

Agenda

1) Review notes from previous meeting
2) Review of the SOW document for EAI Inventories and Definitions Update
3) Best Practices for email admins

Review notes from previous meeting

The WG reviewed the 7 January 2020 meeting notes. The WG was informed that the SOW for Evaluation of Email Software and Services was reviewed and approved by the UASG leadership. It was being sent out for bidding.

SOW document for EAI Inventories and Definitions Update

The WG revisited the Description of Work section and Deliverables section and agreed with the content. The History section was changed to 'Foundation and Existing Materials'. In this section, it noted that vendor should build the inventories on top of the existing materials.

It also explained the definition of 'Phase1' and 'Phase2'. In addition, it required the vendor to defined other levels of support for other components in the ecosystem. The list of reference document will be added.

The WG discussed the timeline of the project and agreed that it could be started in February 2020. The deliverables should be shared with the WG for review by April 2020, or 8 weeks after the

starting date. It would take 3-4 weeks to review, therefore, the end date was put at May 2020, or the next 4 weeks.

It was agreed that ICANN staff download this working document into a Word document and make the final round of edit. The SOW would be circulated on the mailing list, calling for any final comments/feedback, for 24 hours. If there is no major feedback or comments, any minor comments will be incorporated, then share with the UASG leadership.

The WG meeting schedule was discussed and the WG agreed to keep the weekly meeting.

Best Practices for Email Admins

The WG agreed to push the priority of Best Practices for Email Admins before the SOW for comprehensive EAI testing. The chair invited members to think about recommendations for email admins during the week and bring those points to discuss in the next meeting. One example for ASCII email admin was no case-sensitive.

The WG was informed that the UA Communication WG charter had been finalized. It might be circulated to other WGs for feedback. It was proposed to put an agenda item to review this charter in the next meeting.

Next meetings: Tuesday 21 January 2020 UTC 0500-0600.

Action items

No.	Action Item	Owner
1	Download and finalize the SOW, then circulate on the mailing list for a final 24-hour feedback.	PK
2.	Share the SOW document to the UASG leadership as discussed	SH
3	Prepare ideas of recommendations for Email admin for next meeting discussion	ALL