UA EAI Team Meeting Notes
19 October 2021

Attendees
- Mark Svancarek
- Vadim Mikhaylov
- Jim DeLaHunt
- Imran Hossen
- Sarmad Hussain
- Seda Akbulut

Meeting Agenda:
1. Welcome and roll call
2. Reviewing and finalizing the self-certification guide
   o Continuing on technical requirements table
3. AOB

Meeting notes:

The group started to review the Self Certification Guide from the very beginning to make sure everything is aligned in the whole document.

Following additions were made in the "Introduction" section on page2.

- "It provides IT and procurement managers the necessary information about EAI readiness levels that may help them in selecting or purchasing email services and tools. Levels are categorized by the words "Platinum", "Gold" and "Silver". These categories make the information easier to understand."

- "This guide applies to all kinds of software which stores or processes email messages or email addresses. This includes not only the obvious components like email servers, but also components which store email addresses, like contact lists, or which send email messages, like calendars."

Then the name of the "Technical Requirements Table" on page 3 was replaced with "EAI Readiness Levels".

"Technical Requirements" definition is decided to be used on page 5 as "Self-Certification Technical Requirements (Evaluation Criteria)" where Email System Components are detailed.

Universal Acceptance Steering Group
visit/ www.uasg.tech /
email/ info@uasg.tech /

The list of email components that were listed under the scope was removed to prevent duplication in the document. Email Utilities and Tools, such as Calendar and Anti-Spam, are mentioned under "Self-Certification of EAI Support of Email Utilities and Tools" subject.

For the table, the Platinum row, the group will complete the homework.

Next meeting: 2 November Tuesday 1530 UTC

Next meeting agenda items: Continue reviewing from the Self Certification Guide page 2

Action Items:

No.	The meeting Action Items	Owner
1		
2		
3		

Universal Acceptance Steering Group
visit/ www.uasg.tech /
email/ info@uasg.tech /