SOW Explainer Videos
Subgroup Meeting
15 December 2021

Attendees

Maria Kolesnikova

Hadia Elminiawi

Rajiv Kumar

Seda Akbulut

Meeting Agenda:

1. Welcome and Roll-call
2. Working on the SOW: Explainer Videos
3. AOB

Meeting Notes

The group reviewed the SOW starting from the general approach. This statement was deleted as each video is addressed to a different target audience: "ONE complete message after looking at all three videos.". Instead, we put it as "Every video is completing each other, but for different audiences."

Then we continued to review "Scenario 2. Configuring email systems to support EAI". In the introduction, the repeating part will be customized in the ending with the emphasis on EAI issues and EAI readiness. The duration of each section in the video has been identified.

Main and motivation messages have been updated in Scenario 2.

Maria will work on writing the script for scenario 1. For scenario 2 and 3, support will be requested from EAI and Tech WGs.

Next meeting: It will be scheduled after the discussion with other WGs. Estimated time for the next call is the end of January 2022.

Action items

No.	Action Item	Owner
1	- Scenario 2 will be sent to EAI WG, and Scenario 3 will be sent to Technology WG / Satish B. separately for their inputs about the video content, resource materials and references section in the SOW document. - Also these WGs' support will be asked for writing the script to scenario 2 and 3. - Maria will write the script for scenario 1.	Maria

2	Organizing a call with EAI and Tech WGs to introduce the finalized SOW and going over the scenarios and scripts.	Maria/ Seda