

# UA Comms WG Meeting

## 20 September 2021

### Attendees

Maria Kolesnikova  
Marc Datysgeld  
Collin Roberts  
Adebunmi Akinbo  
Sana Younas  
Gwen Carlson  
Jane Sexton  
Sarmad Hussain  
Seda Akbulut

### Agenda

1. Welcome and Roll-call
2. Continue working on [SOW for explainer videos](#) (detailing the scope, and table of contents for each scenario)
3. AOB

### Meeting Notes

In this meeting, scenario 3 of videos was discussed.

It was decided that to provide text material is part of WG's role. WG will provide the entire script to be used in videos to the vendor. WG will also guide contractor what type of graphics WG wants. Also, what kind of feeling we want to visualize need to be conveyed to the vendor.

The main idea of video 3 is how to make UA ready applications. It was suggested to include RFCs and UA related issues that are usually faced in applications. It will also be a good idea to target mobile devices. Some examples of UA compliant software like Centos, Ubuntu will be included as well. However, the videos will be evergreen for at least 2 years, whereas the referred apps, software might be removed from market. So, it's important to consider that any reference should be available in the future too. On the other hand, if Python is not implementing IDNA2008 now, this might change in the future.

For additional information, links to GitHub, uasg.tech can be given, such as by showing actual libraries, how they are used, which ones are UA compliant, which ones are not. It's also not possible to cover all technical details in video like configuration of mail server etc. So, videos will be just introductory and will not cover entire technical details. We might need to include such text in video that should last for some time, and we might not need to update it regularly. As a response of this comment, it was suggested to release different version of same video based on any update in technology if available.

We will contact other WG with good technical expertise to prepare text for the videos, especially for the video 3. We will also ask their comments on the SOW. We can ask chairs of other WGs to help prepare script of videos. A suggestion was made to create a sub-working group by including relevant technical people from other WGs to expedite the SOW Explainer Videos. Quotation for SEO services for social media pages is also shared with coordination WG.

The agenda of next meeting was identified as discussing more on videos, comments on SOW, and [content matrix](#).

**Next meeting:** Monday 27 September 2021 UTC 1600-1700

### Action items

No.	Action Item	Owner
1	Contact chairs of other WGs to help prepare script of videos.	Seda and Sarmad
2	Invite people from other WG for sub WG to finalize script of videos	Maria