

IFRT Plenary Meeting #5

[IFRT Plenary Meeting](#), 04 February 2020

Review Team Members: If you have corrections, please email Amy at amy.creamer@icann.org

Agenda:

1. Welcome
2. Agenda Bashing
3. Administrative Items: Meeting time – keep at 17:00 UTC?
4. [Scope of Work](#) vote
5. Work Plan – no comments received; second reading / for approval on the 18th
4. IANA Naming Functions Contract review (Note to members: please review before the call)
 - a. How to approach reviewing the contract; discuss contract sections with direct deliverables vs those with broader “performance” implications
 - b. Spreadsheet Version of Contract with useful URLs [docs.google.com]
Original Contract version with useful URLs [docs.google.com]
5. Next Meetings:
 - a. February 18th, 17:00 UTC
 - b. February 25th, UTC
 - c. March 3rd, 17:00 UTC
6. AOB

High Level Notes

Scope of Work:

- [Scope of work](#) approved

Work Plan

- No comments; team invited to review again with hope to approve during 18 Feb meeting

IANA Naming Function Contract

- Sam will give background on contract during 18 Feb meeting
- Patrik recommended utilizing the contract spreadsheet to record team’s work. Example: record results from existing reports/audits. Record suggested methods to determine if PTI has met the performance requirements on sections not linked to specific metrics. Record suggested Outreach questions. Record conclusions and completion.

Review Team Meetings

- Agreed to keep plenary meetings on Tuesdays (every other) at 17:00 UTC (agreed to by APAC member)
- If a member desires to change the time, please bring up and we will Doodle Poll again

Decisions:

- [Scope of Work](#) Approved

Action Items:

- Next Plenary call, approval [Work Plan](#)
- Per Patrik's suggestion regarding work approach, Amy will add columns and build out 1 or 2 sections to provide the review team with an example for this approach.