ARB Meeting Minutes

October 13, 2005

Attendees:

Jane Curry
Abdul-Malik Shakir
Jenni Puyenbroek
Pete Gilbert (scribe)

Due to lack of quorum, this wasn't an official meeting. However, it was decided to record the discussions.

V3 Substantivity
We agreed to continue working on the document. Mead will send the updated reconciliation spreadsheet to Pete and he will make the required edits.

Infrastructure and Messaging
We reviewed the Project Scope Statement for Removable Media and it looks ok.

Project Management Update
Jenni is folding the Project Management materials into the HDF. Change Project Initiation to Project Management. Recognize a need for a "lite" version for projects that will not produce Specifications. The goal is to bring the Project Management Process into the HDF.