FEDERATION

FACTOM COMMUNITY

MEETING MINUTES

Factom Guides

Meeting #25

2018-10-15

FEDERATION

VERSION	DATE	CHANGED BY	CHANGES
0.1	2018-04-07	Tor Hogne Paulsen	First draft for guide review.
1.0	2018-04-09	Tor Hogne Paulsen	Version for general use in the Factom community.
1.1	2018-04-12	Tor Hogne Paulsen	Added more fields for metadata.
1.2	2018-04-15	David Chapman	Updated, "Chairman" and, "Secretary" fields.

Note: This version control is for the Template, not the individual meeting minutes.

FEDERATION

Date and time of meeting	2018-10-15, 20:00 UTC
Date minutes drafted	2018-10-15
Date minutes approved	
Organization/Team	Factom Guides
Attendees	<mark>Factom inc (Brian Deery), , DBGrow Inc (Julian), Canonical ledgers (Sam), Centis BV (Niels Klomp), The 42ND Factoid LTD (Tor)</mark>
Members not in attendance	
Other attendees	
Meeting Leader	
Meeting Secretary	The 42ND Factoid LTD (Tor)

Subject 0	- **Roll Call** - **Approval of minutes from previous meeting on 2018-10-01**
Discussion	**Every guide present.** **Meeting minutes**
Conclusion	**Every guide present.** **Meeting minutes approved.**
Follow up	<mark>Factomization of</mark>

Subject 1	**Grant Round 2 is Open (Sam)**
Discussion	Sam: Grant round 2 is now open. Posted announcements in Discord, the forum and at Reddit. Two weeks to submit proposals, then a discussion period, a small period to amend the grants and then a vote. Tor: When will we calculate final amounts of Factoids to disperse?

V. 1.2

	Sam: This week I think. Brian: I would advocate to wait until the last time that we can so that we are able to encompass all the changes that have happened. It's rather unpredictable. Sam: What date would you consider…? Brian: This is more when the grants are being totaled, so the smallest ranking grant would most likely span the limit… Seems like having that calculation done then to give that last grant the correct number seems prudent. We should probably do it offline. Tor: Could we prepare the process in advance? Brian (and others): Yes. Brian: Not advocating for not doing the calculations and keeping it up to date, but the final number should be as exact as possible. Sam: If its a spreadsheet it seems rather easy to keep it updated and maybe post it once a week or so to keep the community informed.
Conclusion	
Follow up	Prepare the process for calculating the final grant number.

Subject 2	**Emergency Alert System (Sam)**
Discussion	Sam: The good news is that its working consistently for individual ANOs, but the last test choked because it was trying to call too many people at once. Stuart made some updates to the bot which should enable for this. I believe he and Quintilian (Tor) did a test which went well. I will host a test this or next week with 10-15 ANOs, and if that is successful we'll do a full scale test at the next ANO-meeting. When its up and running I suspect we will run a full scale test every 2 months or so to verify that its still working and everyone has their system set up correctly.
Conclusion	
Follow up	New test (Sam)

Subject 3	**Onboarding of new ANOs progress (Brian)**

V. 1.2

Discussion	Brian: At this point we have onboarded the first batch of ANOs selected in the previous ANO-selection round. Each ANO had at least one little thing wrong, so the audits continues to be necessary to ensure things are perfect. At this point the ANOs are now authority nodes. At this point we are looking forward to onboard VBIF, Multicoin and Federated Reserve & Prestige next. Prepare audits from November first, and hopefully getting it all done by middle of November. So depending on the network conditions, if emergencies are happening and how well the audits go they might be onboarded sooner or later. This also feeds into the FCT-calculation for the grant round. I'm pleased so far about how this is going.
Conclusion	
Follow up	

Subject 5	**Follow up: tasks from last meeting / upcoming tasks**
Discussion	///// START: Text from previous guide meeting minutes (follow up items in orange color) /////

Sam:
Last week was a lot of working on documents. We finished Doc 152 (grant round 2), got community feedback on it and ratified it. We have some other documents in the works as well (ANO removal, guide removal), and I also finished my script for backing up the Governance google drive. Small python script that downloads the community folder to a storage. I'm going to make it public so anyone can make a local copy, as well as make the python script open source. This to ensure we don't lose any documents accidentally. Next week also doing a new test of the emergency system.

Tor:
Finish ratification/approval document, work on Doc 152 and the incident management document. If I have time, also wants to look at Authority Set update procedure document.

Niels:
The upcoming week I will work on incidence management document, and we need to make sure that communicate with all parties involved during an outage so people know what is going on etc.
Working on reviewing several documents. Working on the sponsor role. It's basically drafted… I will post it tomorrow. It's about what you can expect from a sponsor and how they come in play. It's not going to be an official document at this time, but suggestions for how the sponsors may function. I will also work on the Incident management document to ensure that we'll be able to handle the next crisis better. I also hope the legal review of the governance document will come back from legal this week and I suspect there will be a lot of work to do there. |

V. 1.2

<table>
<tr><td></td><td>

Julian:
    Finish review of 152, review of 152 from legal.
    Review 100
    Starting guide removal document structure
I spent quite a lot of time to take the documents above to legal for review, and a lot of time has been spent on preparing for hopefully releasing a substantial amount of legal work (larger projects). Hoping to have them released this week, or early next week if not.

Next week:
    Review of 100 from legal
    Hope to release a substantial amount of legal work.
    Guide removal/guide election
    Code of Conduct, ano reqs/expectations
    Prepare for ratifying the above first round of documents

Brian:
    -   **Follow up with 6.0.1 release**
    -   **Start creating 6.0.2 RC**
Worked on 6.0.1 which is now released and fixed one of the root causes of the September 27 stall. This week 6.0.2 is being put together. There is a bunch of accumulated updates that will be brought together and tested. As a side note there have been a couple of Youtube videos so far. One is published (Luap and Adam Levy) which is on Adam's YouTube channel. Another one happened today that went over the consensus mechanism part of the code. It was recorded and the recording should be interesting to potential factomd developers. This recording has not yet been posted.

https://www.youtube.com/watch?v=IEfxgkh5-OA

Tor: next testnet release, when will it be available?
Brian: I don't have a good answer at this time.

///// END: Text from previous guide meeting minutes /////

</td></tr>
<tr><td>**Conclusion**</td><td></td></tr>
<tr><td>**Follow up (until next meeting)**</td><td></td></tr>
<tr><td></td><td></td></tr>
</table>

<table>
<tr><td>**Subject 6**</td><td>**Open floor**</td></tr>
</table>

FEDERATION

Discussion	[LayerTech] Xavierwjc#3480 Today at 10:09 PM for open floor Open Floor: Since last guide meeting we had couple community members asking questions on community-input channel. Without a process in place, those concerns can easily get lost. Is there a better way to address comments on community-input? Like make it an agenda item on Guide meeting as part of open floor? Or if the questions have already been addressed, copy the Q&A somewhere for record keeping? Thoughts from Guides? I'm referring to questions from October 7th. (edited)
	Sam: if there is a well-defined, specified question we can add them to the kanban list and ensure that a guide is following up on it and providing a good answer. Julian: I like the idea; we could also add them to the open floor section of the guide meetings. Sam: For next week, let's go through the community-input channel and ensure that they have all been answered, and bring up the ones who have not been answered. Sorry to the ones who asked questions who have not been answered and we will try to catch these and answer them going forward. Sam: We are making some pretty good progress on governance at the time, and we are very happy about that as its one of our main focus areas as guides.
Conclusion	
Follow up	

Meeting adjourned at 20:27 UTC.

V. 1.2