

FACTOM COMMUNITY

MEETING MINUTES

Factom Guides

Meeting #20

2018-09-03

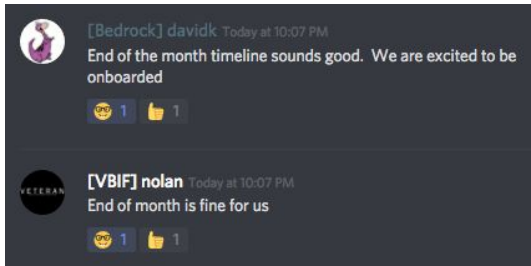
VERSION	DATE	CHANGED BY	CHANGES
0.1	2018-04-07	Tor Hogne Paulsen	First draft for guide review.
1.0	2018-04-09	Tor Hogne Paulsen	Version for general use in the Factom community.
1.1	2018-04-12	Tor Hogne Paulsen	Added more fields for metadata.
1.2	2018-04-15	David Chapman	Updated, “Chairman” and, “Secretary”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

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

Date and time of meeting	2018-09-03
Date minutes drafted	2018-09-03
Date minutes approved	
Organization/Team	Factom Guides
Attendees	Factom inc (Brian Deery), , DBGrow Inc (Julian), Canonical ledgers (Sam), The 42ND Factoid LTD (Tor).
Members not in attendance	Centis BV (Niels Klomp)
Other attendees	
Meeting Leader	Factom, Inc (Brian Deery)
Meeting Secretary	The 42ND Factoid (Tor)

Subject 0	<ul style="list-style-type: none"> - Roll Call - Approval of minutes from previous meeting on 2018-08-27.
Discussion	
Conclusion	Everybody present except Centis BV (notified before the meeting).
Follow up	Sam will Factomize previous meeting minutes.

Subject 1	Onboarding of final batch of ANOs from Application round #1 Update (Brian). <ul style="list-style-type: none"> - Blockrock Mining AS - Syncroblock - Factomatic LLC - Stamp-IT <p>Conclusion from guide meeting last week: "Onboarding this week". Status?</p>
Discussion	The auditing of the identities happened last week which went well. No errors that have happened in the past; all IDs created correctly. At this point I am on to auditing the

	<p>nodes themselves; I just looked at the blockrock nodes and they so far look like they are configured correctly. I will be moving down the list there, and hopefully by the end of today all the teams will have their portainer logins, and depending on how late it is, and how much communication there is - to actually promote them to the authority set.</p> <p>Tor: What about the next batch of selected ANOs? Should we go aim for 4 weeks from now?</p> <p>Brian: The end of the month seems to be our cadence at this point.</p> <p>Tor: Ok, should we notify the first 3 ANOs to have their servers up and running by the 24th of September to provide for a week of auditing before onboarding?</p> <p>Brian: That seems ok.</p> <p>Tor: Sam/Julian, do you have any input in regards to this?</p> <p>Sam: No input. Julian: Sounds good.</p> <p>Brian: We have a couple of the teams who are going to be onboarded on the voice-chat here. Would you have any input in regards of this?</p> <p>VBIF (Nolan) / Bedrock (DavidK):</p> 
Conclusion	
Follow up	

Subject 2	Poloniex update (final)
Discussion	<p>Brian: This is completed(!). It's fantastic. It has been a long time coming and I am glad that we are now in a good standing with Polo/Circle/Goldman Sachs.</p> <p>Sam: That's really good news; a big exchange relative the smaller ones that have FCT on them.</p>

	<p>Tor: Are they still waiting for an API?</p> <p>Brian: Polo asked for a small update that is scheduled to be released with next release.</p>
Conclusion	
Follow up	

Subject 3	Establishing governance and community processes
Discussion	<p>Tor: It's something we've been discussing on the Guide's governance channel. We did a brainstorming a few days ago with a list of maybe ten processes we should start working on. We should prioritize which ones we should start working on and decide who of us should draft the different processes. I have one I have been working on; the process for how to update and ratify non-governance documents.</p> <p>Julian: You're talking about documents other than the governance document?</p> <p>Tor: That's correct. Grant documents; GDPR,</p> <p>Julian: I agree</p> <p>Tor: We have already made a list of processes and documents in Doc 000. I think we should use the same kind of ratification for those documents as we use for the Gov document: 40% Guides and 60% of ANO community</p> <p>Julian: That makes sense do we want to outline priorities for this upcoming week?</p> <p>Tor: First we need a process for finalizing them and I would like to start working on that. We need to finish the alerting system it could be the first document we ratify.</p> <p>Julian: that makes sense I'm just anxious to start getting some to legal for review.</p> <p>Tor: Which ones?</p> <p>Julian: ANO removal is the first one we could send over. The process of Standing is the other one that would be good to</p> <p>Sam: All sounds good to me. My task for the week will be to finish the emergency alert system and documentation</p> <p>Brian: This seems good. I remember previously we were having the hierarchy go the other way but that has a lot of overhead. This seem more flexible.</p>

	<p>Tor: I guess the government document would point to processes that have been ratified.</p> <p>Brian: Ok, let's see what comes out of this?</p> <p>Tor: Do you Brian have any processes you would like us to focus on?</p> <p>Brian: Not so much for myself. I'm not a big process guy.</p> <p>Tor: Ok</p>
Conclusion	
Follow up	

Subject 4	Emergency Alert System (Sam)
Discussion	<p>Sam: So ANO selections are finished I have picked this back up, The emergency alert bot is running and everything is still working. The next step will be to get ANO contact information into the bot and do some tests. Then finish the documentation and ratify that.</p> <p>I have created a google doc that links directly to the spreadsheet that controls the bot system. I need to test the bot to check that it does what I expect. This will replace and supersede the</p> <p>Then the next thing will be to do some emergency contact tests, and then do a full scale emergency test to verify that everyone is reachable and see how the system tests. And then finish up documentation and it will be done and ratified.</p> <p>The two pieces of emergency contact an ANO can provide is either a single telephone number that the bot will call, or it can host and run its own version of the bot which will then handle internal notification.</p> <p>Brian: What kind of testing processes do we have in place for this? Can an ANO request a test outside the large scale tests?</p> <p>Sam: The way Stuart set up the bot, which is pretty clever, is that different users can trigger it by specific alert keywords. We will have individual keywords for each ANO, so we can use those words to trigger the alert just for a specific ANO. We can also have subsets of specific ANO's, but I have not found a good use case for that yet. ANOs who would like to perform an individual test can contact me, and we will do one without bothering all the others ANO.</p>

	Brian: Thank you. Any inputs?
Conclusion	
Follow up	

Subject 5	Guide Task Tracking (Sam)
Discussion	<p>Sam: So there is two things I would like to discuss; one is sort of a meta-discussion with tracking tasks, and after I would like to go through the tasks we have for the upcoming week.</p> <p>We have been discussing this for a while, and we put it off until the ANO selection was completed.</p> <p>I think we all agreed that it would be good to provide some more So the community could see what we are working on.</p> <p>We are going to have kanban-style tracking of our tasks which Niels will set up, and during the weekly meetings we will identify what tasks were done the previous week and which ones will be assigned for the next week.</p> <p>Julian: I think this is perfect. Kanban is pretty similar, and there is no overhead so its super simple. It's similar to what we have today, and follows the processes as we do them.</p> <p>Brian: Willing to try it. We will see how much overhead it gives and how much help it can give us.</p> <p>Tor: Also happy to try it. Haven't used it before; but lets have Niels set it up and give it a go.</p> <p>Sam: We ought to use something like this as it provides transparency and also makes it easier for the guides to track the progress and what we are working on.</p> <div data-bbox="406 1646 1198 1732" data-label="Text"> <p>[LayerTech] Xavierwjc#3480 Today at 10:25 PM is there a link to the board so the community can keep track as well?</p> </div> <p>Sam: Niels has not set it up yet. I believe he will use our current Trello board and copy that over. We will make the link available in the #useful-links channel on Discord.</p>

	<p>Sam: Primary thing I will be working on is the emergency alert system and the documentation for it. I think I can have it wrapped up in a week; meaning having the google form ready so ANOs can start adding their contact information, as well as schedule a large scale tests and done a few smaller scale tests with a few ANOS.</p> <p>The other thing I will be doing this week is catching up on factomizing documents. I am a little behind on this, and will start using Brians process of bunching them a bit.</p> <p>Tor: I am going to look into the process for ratifying documents. I will make a list of all the documents we need to work on. I will try to prioritize them a bit. We can discuss them at the next Guide meeting and what order we should do.</p> <p>Julian: I want to help you on that list. I think compiling that list is largely doable this week. I want to continue to tackle the ANO removal and bring that out into the community discussion. And I want to start taking some of these processes we are defining as Guides and bring them to legal. So far these are separate and we want to bridge that to get legal input in a more coordinated way.</p> <p>Brian: For me I have some stuff as well. We're going to on-board the rest of the ANOs and later this week I will be coordinating the network upgrade. It is going to be a multistage upgrade for this release to lower risk of stalling. And spend some time on the ANO removal governance stuff as well because there's some feedback from the Governance doc on that as well.</p> <p>Tor: Have you seen the draft we made?</p> <p>Brian: I have not so that's one of my tasks.</p> <p>Sam: Let's bullet point our tasks after the meeting to make it easier to track and port to Kanban.</p> <p>Tor: We can do that in the "Follow Up" section.</p> <p>Tor: I forgot to mention I will make ANO Pledge threads on the Factomize forum for ANOs to track and update their pledges. That will make pledges available in a much better format for the community.</p> <p>Julian: Reviewing the synopsis will be done in private?</p> <p>Tor: Yeah, the threads will be private until we review them with the ANO and agree on the content.</p>
Conclusion	
Follow up	<p>Sam</p> <ul style="list-style-type: none"> Emergency Alert System

	<ul style="list-style-type: none"> ○ Finish Google form for ANO Contact info and open to ANOs ○ Test system with handful of ANOs ○ Schedule large-scale test ● Factomize Documents <ul style="list-style-type: none"> ○ Publish PGP key in multiple community places: Discord, Factomize, Twitter ○ Catch up on document backlog <p>Tor:</p> <ul style="list-style-type: none"> ● Draft a process for “ratification and updates” of community governance documents. ● Start populating the Pledges-subforum with synopsis of the individual ANO’s pledges, and reach out to the individual ANOs to get their approval of posting them. ● Aggregate a list of community/governance processes and suggest what order we should start tackling them in. <p>Julian:</p> <ul style="list-style-type: none"> ● Finish list of governance processes that need creation, updating, legal clarification, etc. ● Bring first processes, such as a fully formulated ANO removal process, to legal for final review. <p>Brian</p> <ul style="list-style-type: none"> ● Finish onboarding of batch 1 ANOs ● Coordinate multistage release of v5.4.3 ● Provide feedback on ANO removal process from governance doc co-author perspective and technical feasibility, plus how it might happen with standing parties.

Subject 6	Open floor
Discussion	<p>Brian: Now we can open this up to the floor. Do we have any input from the community?</p> <p>Sam: Want to give a heads up as the guide doing the factomizing; I will start signing the entries with my PGP-key. It adds some authenticity and prevents some of the spam vectors now available. I will be publish my PGP-key different places.</p> <p>Brian: Twitter might be the best way to go, as its very hard to backdate twitter entries.</p>

	<p>Sam: I don't have a personal Twitter account.</p> <p>Brian: You could use your company one.</p> <p>Sam: Good point. That's a great place to do it.</p> <p>Sam: We could also do a PGP signing ceremony at the ANO summit- that's very 1990s - but I'm down for it.</p> <p>Brian: Are the other guides planning to travel to Austin for the meetup?</p> <p>Tor: Sorry</p> <p>Sam: I will attend if others are meeting up.</p> <p>Julian: If its well organized and its what everyone agrees to we will absolutely attend.</p> <p>Sam: Brian, Is it safe to assume that you will be there?</p> <p>Brian: Absolutely.</p> <p>Brian: If there is no other business I think we can call it.</p> <p>Brian: Motion to adjourn the meeting, can I get a second?</p> <p>Sam: Seconded.</p>
Conclusion	
Follow up	

Meeting adjourned at 20:38 UTC.