**FACTOM**

**COMMUNITY**

**MEETING MINUTES**

**Factom Guides**

**MEETING #11**

**2018-06-30**

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

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

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| **Subject 0** | * **Roll Call** * **Approval of minutes from previous meeting on (2018-06-24).** |
| **Discussion** |  |
| **Conclusion** | Everyone is present.  Meeting minutes (meeting #10) approved. |
| **Follow up** |  |

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| **Subject 1** | **Onboarding Report (Brian)** |
| **Discussion** | Rollout plan <https://docs.google.com/document/d/1MI44ranu5gv6bdLyfwcj-m1KUgaARuUpzdXyg5rRtvk/edit>  Brian: Took a little bit longer than we would have liked, but this is the nature of new things in IT. But at this point, all three ANOs are successfully running as authority node operators at this point, and this goes on to talk about the next phase in the rollout plan.  From our earlier plan that we had, the next three are NX Capital, Reward-Chain and Canonical Ledgers. Those three are scheduled for week 30, the end of July. We will try to get some of the auditing stuff time done ahead of time, and if the ANOs are up to it and willing to start up the hardware ahead of time.  Tor: Your vacation?  Brian: I’ll probably either split duties with other people at Factom Inc. that can have access to this, and I can do the audit process remotely, or we might just get it done earlier if that seems like a viable solution.  Tor: I don’t think the ANOs will mind.  Sam: What day do you go on vacation?  Brian: I fly out on the 13th and I’m back the 29th or so, but I will have internet and be available to help.  Tor: Will you be able to debug and help out if we have any instabilities?  Brian: I might be on a boat for some of that, but otherwise I will be available.  Brian: Would be happy with comments and input from the floor (#Governance-chat).  Alexandersupersloth: Will someone else be able to help restart the system?  Brian: Yes. Ian will be able to help out, as well as Steven.  Alexandersupersloth: Will Ian and Steven be hooked up to your alert system?  Brian: That is the plan. |
| **Conclusion** |  |
| **Follow up** |  |

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| **Subject 2** | **ANO selection** |
| **Discussion** | Brian: Niels you have any input?  Niels: We have had some discussing about how we will grade the applicants without reaching a consensus, but I believe we will have to get a schedule together, and then make an announcement. We will have to get that out there so people know when to apply.  Julian: We have not agreed on a schedule yet, correct?  Niels: Correct.  Julian: That seems like a reasonable first step, we can do together today or tomorrow. Just get that schedule out there.  Sam: Any guides who would like to be responsible for the selection process…?  Tor: I’ll do it.  Sam: We need one guide to spearhead this and get it going.  Tor: Yep.  Alexandersupersloth: Do we have a clear definition of an infrastructure ANO yet? For instance efficiency levels and expected duties?  Tor: No that will be part of a much bigger discussion |
| **Conclusion** |  |
| **Follow up** |  |

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| **Subject 3** | **Alerting system** |
| **Discussion** | Sam: TFA released a monitoring bot that is quite good, that in general ANOs will find useful. So we will also be going to use that for our alerting system for the guides, because we will be able to set up emergency contact numbers in the BOTs configuration sheet, and tell it to make calls when necessary. I got it up and running but need to figure out how to get the SIP up and running. I set it up with an account but couldn’t figure it out, so I will have to bug Stuart to get help on the configuration side.  Brian: Fantastic.  Tor: Do you have a timeline?  Sam: By the next guide-meeting; at least the initial tests done by then. |
| **Conclusion** |  |
| **Follow up** |  |

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| **Subject 4** | **Input/questions from the floor?** |
| **Discussion** | No input.  As predicted, this was a short meeting (15 minutes). Anything else..?  Meeting adjourned at 20:15 UTC. |
| **Conclusion** |  |
| **Follow up** |  |

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| **Subject 5** |  |
| **Discussion** |  |
| **Conclusion** |  |
| **Follow up** |  |

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| **Subject 6** |  |
| **Discussion** |  |
| **Conclusion** |  |
| **Follow up** |  |

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| **Subject 7** |  |
| **Discussion** |  |
| **Conclusion** |  |
| **Follow up** |  |

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| **Subject 8** |  |
| **Discussion** |  |
| **Conclusion** |  |
| **Follow up** |  |

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| **Subject 9** |  |
| **Discussion** |  |
| **Conclusion** |  |
| **Follow up** |  |

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| **Subject 10** |  |
| **Discussion** |  |
| **Conclusion** |  |
| **Follow up** |  |