**FACTOM**

**COMMUNITY**

**MEETING MINUTES**

**Factom Guides**

**Meeting #19-**17

**201**9**-**04-22

|  |  |
| --- | --- |
| **Date and time of meeting** | 2019-04-22, 20:00 UTC |
| **Date minutes drafted** | 2019-04-22 |
| **Date minutes approved** | (Not approved, meeting did not have a quorum and considered informational). |
| **Organization/Team** | Factom Guides |
| **Attendees** | Factom Inc (Brian Deery), DBGrow Inc (Nic), Trgg3r LLC (Nolan), |
| **Members not in attendance** | Centis BV (Niels), The 42nd Factoid AS (Tor) (technical issue with voice). |
| **Other attendees** |  |
| **Meeting Leader** | Trgg3r LLC (Nolan) |
| **Meeting Secretary** |  |

|  |  |
| --- | --- |
| **Subject 0** | * **Roll Call** * Approval of minutes from previous meeting on 2019-04-15 |
| **Discussion** |  |
| **Conclusion** |  |
| **Follow up** |  |

|  |  |
| --- | --- |
| **Subject 1** | Announcements/Reminders/Process timeline |
| **Discussion** | * Current ongoing processes: * Grant Process 2019-02 has been initiated. Grant application deadline 2019-05-02 at 23:59 UTC.     Link to above document detailing all grant rounds until end of 2022 available [here](https://docs.google.com/spreadsheets/d/1ykoPAXABZN6v1qGKcBhC8VylfrxfUKj-ACGVB1zOp8Y/edit?usp=sharing).   * ANO election process underway. ANO Application deadline: 2019-04-30 at 23:59 UTC. * Doc 001 V.1.5 will be put up for a new approval vote due to the previous poll being erroneous. * Committees/Working groups refactor has started. Is currently in initial phase. * [Process discussion / document ratification timeline:](https://docs.google.com/spreadsheets/d/15QMJrxErMetSgpzwQUKQ_OjmccqfTNvuImdOLjruvlc/edit?usp=sharing) |
| **Conclusion** |  |
| **Follow up** |  |

|  |  |
| --- | --- |
| Subject 2 | Network Update - Brian |
| Discussion | With the diff. servers being at diff heights, it makes faulting problematic, as well. There’s still uncertainty at a root cause, but can replicate the systems. We are moving forward on basically solving/investigating the problem, and so basically we have two releases pending; probably going to have another release to patch this problem and then run that through the tesnet again. We had some lowered transaction throughput on the testnet which kind of matched some of our earlier expectations, but we’re still a bit low. There is a fair chance that this bug was a factor in that. If we can fix this bug, there’s a chance we can achieve higher throughput. That’ll be exciting once we have that one fixed. We have Matt York and Clay working on that; trying to solve that issue.   DChap is asking; is this a bug in the peer to peer code? Brian -- No.   Matt asks about update on testnet - Brian delegates on that one, on the procedures. Do we have a new framework? This seemed to go through and pass all the green checkmarks for this latest release which is why it’s a bit of a surprise, and so there were 2 things happening: a lot of load on the network and so those things in concert. As far as new frameworks or anything like that, Brian defers to testnet.   Matt is asking about the min specs on Testnet: Brian does not have a strong opinion on that. Brian will defer to Testnet Administrator, as they are closer to that process.  Nolan clarifies if that answer satisfied Matt and David’s inquiry. Nolan says we will update the Minutes to ensure everything is good there. |
| Conclusion |  |
| Follow up |  |

|  |  |
| --- | --- |
| Subject 3 | Emergency System Alert Plan (Nic/Nolan) |
| Discussion | We discussed it; working with Sam (CL) regarding the best course of action with transferring everything over or having (CL) maintain alert bot and twilio account. Based on our discussions, the latter is the best route, meaning Sam and Adam maintain this.  We are targeting a potential alert bot test for this coming Sunday for the ANO’s: strictly voluntary, 1900 UTC Test of the system alert, so anyone interested in opting out, please let us know. Nic and Nolan are available to work with the ANO’s to produce a tailored solution for the alert bot and alert system. We (Guides) will make an official announcement about this.  Question comes in: Core and Code committee to manager alert system and alert bot? That seems fine to Nolan. We can discuss this possibility (if anyone has any thoughts, they may share).  Action Item: Discuss amongst ourselves as Guides and/or vote on Factomize about transferring alert system bot to the Core and Code Committee. We will need to work with Core and Code Committee to ensure they’re good with this change.   Brian says it probably doesn’t need a full governance process; maybe just an informal vote is best if everyone wants to discuss it. Alert bot isn’t really a governance-established process, so something informal should be sufficient here.  Open Floor - Coordinating ratification processes and amendment processes: Due to changes happening or not happening prior to a document going up for voting, Tor volunteers to merge items as a final step prior to voting ever occurring. Brian says this is an internal thing probably, so maybe we defer to internal discussions amongst the Guides. Nolan is in agreement.  Alerting system and personal information topic. We will have to discuss internally how to preserve personal information. If any changes are made or ownership transferred, we will need to keep this in mind. |
| Conclusion |  |
| Follow up |  |

|  |  |
| --- | --- |
| Subject 4 |  |
| Discussion |  |
| Conclusion |  |
| Follow up |  |

|  |  |
| --- | --- |
| **Subject** 5 | **Follow up: tasks from last meeting / upcoming tasks** |
| **Discussion** | Nic:  (Text from previous meeting begins)   * Will continue working the Alet Bot System * Monitoring the ANO Process * Doc 001 and Doc 107   (Text from previous meeting ends  Will work on an alert test for this coming Sunday 1900 UTC.  Monitoring the ANO process  Will be putting up 001 v1.5 after the meeting.  Doc 107 & the grant submission process  Reworking of the committee back end process and restructuring  **To**r:  (Text from previous meeting begins)   * N/A   (Text from previous meeting ends)   * Worked with other guides on putting Doc100 v.1.5 up for approval (later pulled). * Updated Doc 154 1.1 in google drive/governance section * Uploaded Doc 107 to governance section and updated community documentation. * Created grant application timeline spreadsheet with fixed dates for the next 4 years of Factom grants. * Started initial discussion with Nic/Nolan about Committee/working group refactor.   ----- v1.5 going up for approval  ----- Doc 154 - gov section  ----- Doc 107 - gov section  ----- Grant Timeline - Nolan will deepdive on this to ensure the out years are accurate. He also started the initial discussion with Nic and Nolan over the committee re-structure process. Verify Grant process docs are ready for upcoming Grant process.  Next week:   * Committees/working group. * Verify that grant process documents are ready for upcoming grant round. * Work with other guides to put Doc001 V.1.5 up for new approval process.   Nolan**:**  (Text from previous meeting begins)   * N/A -- Nolan worked on v1.5 new document edits and changes. New v1.5 post will be going up shortly to that effect. Monitoring ANO campaigns as well as Grant process. Fire hosed learning the Guide process. Looking for better ways for Guides to communicate. Nolan will work on his pledges in the Grant process to determine what a best case would look like to get the Grant process a bit more automated. Nolan will start writing some ideas around optimizing the grant process.   (Text from previous meeting ends)  Brian**:**  **(Text from previous meeting begins)**   * Finish doc 001 v1.5 * Work on reboot system * Help with after-action report * Brian says 11th hour, finishing up final changes. At this point, we are basically taking those and getting them re-posted. Then, the next item Brian has the after-action report from the pause getting close… has some of the tasks and mitigations and observations from the simulation. Another thing, we’ve got teh certificate the TLS certificate for the restart system thats getting close to expiring; all the ANO’s are going to need to upgrade their machines if they want to stay current with the update. Mike Brennan is actively testing what happens when that expires and the procedures for how that works. We have a few weeks until that expires. It may silently fail. Brian -- servers will need to be upgraded over the next few weeks. We will generate some procedures for that. Brian is putting that out there at this point.   **(Text from previous meeting ends)**   * Repost 001 v1.5 * Finish after action report with updates from last week * Restart cert expiring, factominc testing a new one   Niels:  (Text from previous meeting begins)   * N/A -- Skipping for now.   (Text from previous meeting ends) |
| **Conclusion** |  |
| **Follow up (until next meeting)** | -Update access rights to remove resigned persons from guide drive.  - Ratification / amendment coordination to be discussed amongst guides to clean up our processes  OPEN FLOOR -- Sam Vanderwaal suggests Guides to list how many hours they have spent working on things, and what they are working on. Full disclosure idea from the Guides; wants more details from Guides as to hours and what we’re working on. Guides will consider that for future meetings and include that with our Guide sections in the Minutes/Agenda. |
|  |  |

|  |  |
| --- | --- |
| **Subject** 7 | **Open floor** |
| **Discussion** | Sam [CL] - Hi Guides! now that I'm on the other side of the fence I'm realizing how difficult it can be to keep track of Guide work when it's not your full time job. :sweat\_smile: The Guide meetings are great for getting a weekly summary but I'm wondering if you all can provide a little more detail. I'd like it if you can each provide your estimated number of hours you put in each week in addition to what you worked on (with the full understanding that it's not a competition and there will be a lot of variance). Something to consider for future meetings, thanks! |
| **Conclusion** |  |
| **Follow up** | Better breakdown of hours each Guide is working throughout the week. |

Meeting adjourned at 20:40UTC.

-- Motion to adjourn by Nolan; seconded by Brian Deery.