Tasks in no specific order.

* Determine meeting agenda document format - **DONE!**
* Factomize 1st meeting minutes - Done
* Define what processes the Guides will use for different tasks such as
  + Governance Document Editing and Factomizing - **DONE!**
  + Documenting work done and document handling
  + M3 Authority Node Application Process - **In Process**
* Set up a list of dates we can have the first meetings, how often (at least 1 per week, per Governance doc), the medium, communication with Community about the meeting times, and how minutes/recording will happen.
* Seek branding/trademark clarification from Factom Inc. (DAVID NOTE) - Paul commented at 1:56 eastern in Discord with, *“We are completely aware of the logo trademark issue. We are working on a solution that allows businesses to freely use the Factom branding. We being Factom inc. One of the requirements of decentralisation is to not be in charge of even the branding. But the real world has very centralized ideas about branding.”* I have pinged him with a timeline request for clarification.
* Determine number of Auth Nodes Operators for initial rollout - **In Process**
* Determine roadmap including Auth Node Application Deadline - **In Process**
* Provide clearer Authority Node criteria
* Determine best way to list current Federated Servers, Audit Servers, and Followers registered to be Auth Servers and Operator contact info
* Determine best way to diversify and monitor geographic and datacenter locations of auth servers. - **In Process**
* Determine and document best practices for communicating with Authority Node Operators, especially in an emergent network situation.
* Take over posting of the, “Weekly Thread” on the /r/factom subreddit and determine what content to share in it. - **DONE!**
* Establish best practices for testnet node reliability and monitoring in conjunction with the Testnet Administrator.
* Create a list of critical, necessary, and beneficial development grants. **- In Process**
* Clarity from Factom Inc on their relationship going forward (what role will they play exactly, what are they willing to collaborate together on, what not, etc).
* Testnet document ratification process/timeline (was postponed)
* Election software creation
* Digital Identity Process - **David Note** - Per Brian, the necessary software is still under development.
* Intake of development resources (What do we have to work with? Will resources from Factom Inc be available?)
* Governance document basic cleanup (presentational, capitalizing, defined terms, etc.)
* Process for finding sponsors willing to validate grant milestones (section 4.1.5)
* Grant support: Cap Proof of Stake?
* Should we consider authorizing formal “observers”. Non-voting but trusted Factom community members to join meetings and provide insight and advice? If we decide that some meetings in the future will have to be private; would this be a way to ensure transparency and auditability? Could we authorize guide observers to answer repeat questions in the guide-questions channel as well, to lessen our workload with the influx of new members that will turn up?
* Github Access - Should a procedure for changing who maintains github be written into the Governance Document?
* Determine how best to provide oversight and coordination of the grant process, execution, and evaluation (and those criteria) as specified as Guide roles in 2.2.7 of the Governance Document.
* Define what a, “Complex Effort” grant is as described in 4.1.5 of the Governance Doc.
* Determine the decision making progress, criteria, evaluation matrix, and other processes for selecting authority sets as specified in 3.2.3 of the Governance Doc.
* Create the roadmap to standing party selection as specified in 3.2.4 of the Governance Doc.