

**DRAFT Meeting Minutes for PDF-UA 2006-109 - Teleconference Meeting
Held on March 28, 2006**

PDF/UA Working Group Meeting Minutes

Duff Johnson called the meeting to order at 3:06 pm EST.

Attendees:

Angy-Brooks (AB)-
Joe Clark (JC)- Independent Accessibility Consultant
Renee Georges (RG)- AIIM
Loretta Guarino-Reid (LGR) - Adobe Systems
Dick Herring (DH) - Independent Accessibility Consultant
Duff Johnson (DJ)- Document Solutions (Chair)
Greg Pisocky (GP)- Adobe Systems
Neil Soiffer (NS)- Design Science
Colleen Wallace (CW)- Library of Congress

Action Items indicated with AI:

Approval of Agenda (PDF-UA 2006-109)

Guarino-Reid / Soiffer

Approval of Minutes of PDF/UA 2006-108, March 14, 2006

March 14, 2006 DRAFT Meeting Minutes for PDF/UA Meeting of March 14 will be approved at the next meeting. Minuting to take place in real time on the Wiki from this point forward.

Angy Brooks to record action items on the action items page as they occur.

AI: - Approval of the March 14, 2006 minutes to occur at the next PDF/UA meeting.
Report on Action Items, Conduct Tour and Basic Training on the Wiki

A Wiki was promised and a has been delivered. Karen McCall to evaluate compatibility of the Wiki with assistive technology.

Point of Information: Neil Soiffer. Will items be arranged in ascending date order or descending date order?

DJ: We will address conventions later in this meeting.

AI: For all to update the Wiki contact page.

AI: Completed, Angy Brooks and Duff Johnson loaded the headings document to the Wiki

AI: Joe Clark asked for clarification on the tables page

AI: Wiki security and protection to be attended to by Betsy Fanning

AI: Richard Herring to load responses to subsections of WCAG guidelines to Wiki.

DH: Found where the alt text and multi media portions are in the new structure and was copied over. Requirements numbers were devised to track to the existing structure in the document. Easy to find items by visiting changed content. Media equivalents page is now in as well.

Items appear under media equivalents, logical structure, and text equivalents.

AI: (in Process): Neil Soiffer to draft MathML section. Still in process. Math subsection is now in the Wiki.

AI: Joe Clark to invite Jacques Distler. Invitation has been issued.
Tour and Basic Training of How to Use the Wiki

DJ: Are people fine with the mechanics?

Apparently no questions or comments on this score.
Ideas, Changes Comments on the Wiki Thus Far

NS: Like to see the menu have sub items regarding action items in the meetings.

DJ: When Wiki was first developed, PDF/UA had the other action items underneath it. Because we are sharing the Wiki space with a number of other standards groups, it tended to make the menu long.

AB: If I were allowed to have administrative access to create a template we could have that kind of functionality.

RG: I can do that.

AI: Renee Georges will provide exposure to the templates to Angy. Betsy Fanning can grant admin rights to individuals within the Wiki.

AI: Angy Brooks to revamp the Wiki to accomodate our working model.

DJ: We will also provide "bread crumbs".
Discuss Immediate Next Steps for Working Draft Section, Make Edits as Needed

DJ: I created a link to a page called authoring conventions. We should be as standardized as possible in what we say and how we lay it out.
PDF/UA Template Page design. This page is the starting point for the working draft document. This is where the issue of bread crumbs come up.
Styles, heading, type faces etc. The idea is where we make decisions about authoring conventions. Should this be evolved or should we defer these decisions to Angy Brooks, Technical Editor?

AI: Angy Brooks to generate template page design. Once we have that, we would not need to write up our authoring conventions as such.

NS: In Wiki how do you take template page and make it the starting page for an item in this draft?

DJ: Best way to make a page in this Wiki. First think is to make a link to the new page. Create the link, name the file using our convention.
The convention is that word exists though the target has not been populated. Click on that link and you are offered the opportunity to create a new page.

NS: Yes, but how does one create a new page using the approved template?

AI: Angy Brooks to provide instructions for creating new pages using the template she will be designing.

CW: Question regarding authoring conventions. Is there a style guide for what is in the working draft.

DJ: Go to the writing guidelines references link on the front page to the site. There it defines what the technical requirements address and don't address, what they are, and the type of language that is preferred.

AI: Content that is presently already loaded to the Wiki should be adapted to the template. (Open) Let's just go forward from this point on. Once Angy's

AI: Angy Brooks to send the template to Neil Soiffer once it's ready.
Immediate Next Steps for the Working Draft Section, Make Edits as Needed to Set Up Additional Work

The sections come from the PDF/A specification.

AB: To some extent, but they were gleaned and edited for our purposes with duplications eliminated.

DJ: Do we like the overall organization

AB: Probably needs to be reorganized but should wait a few meetings

LGR: Other standards groups have standards that looked very much like the PDF Specification.

AB: Are you suggesting we emulate the PDF Specification. It's not a bad idea and worth considering (The PDF Reference Manual)

DJ: Looking to see if the other AIIM specifications were organized along the lines of the PDF Specification.

AI (Group): We should take our draft headings and model them after the PDF specification but the numbering should be in accordance with the ISO numbering scheme.

DJ: We should include as part of the template and formally notate with the enumeration. Part of the page template this subsection of PDF/UA corresponds to Section 9.1 of the PDF Reference version 1.6 for example.

AI: Table of Contents to be reorganized to resemble the PDF Specification 1.6

DJ: Now to stop talking about organization and go to one of the subsections of content and move forward.

JC: Let's bang things out and get the subsections correct, then arrange later.

DJ: On to the substantive work. Options: A) Go back to an area we already talked about. B) Discuss things we can assign and get people to enter the initial content in.

DH: My experience working with what we had putting that stuff in. The content that I had was in response to WCAG. Occured to me that we should have a good appendix cross referencing items. Like text alternative discussions fall in several areas. Someone should index the thing in an appendix: here are common terms and here are the locations in the spec where you could find them.

AB: Google would be a way to locating them.

DJ: You can also use the Wiki to build an index.

DJ: Back to the new order of business. Let's go to the tables page and examine it.

GP: Let's make an action item that each one of us claim ownership of a section or subsection that is of interest.

DH: Section 6 should be divided up. That would be a way to populate this.

LGR: References or sections from the PDF Spec could be added to appropriate sections of our spec.

AI: Angy will revamp the top level of the TOC to match the PDF Reference
1.6 Loretta will select those sections of the Spec that seem to be done deals and relate them to what we are doing.

LGR: Or take those sections and put any applicable restrictions on our portion of the spec.

DJ: The tables page is under "logical structure" in the current environment. There you will find algorithms we have previously discussed, plus Steven Ferg's algorithms have been added.

AB: My intended time frame is by next meeting.

LGR: I can get started prior to your reorg.

AI: Angy Brooks to place chunks of content from the WCAG document.
Section Action Items:

Topic (Section Number), Initials of volunteer

Interactive Forms (4), AB and DH

Keyboard operations and navigation orientation (2 & 3): CW Non linguistic (20): JC Fonts and Actions (11 & 12): GP Math (subitem 2 under 20 Non-linguistic): NS Meta Data (14): DJ Exposing the Wiki

LGR: Needs more content

NS: Table of Contents is too fluid at the moment

DH: Are we certain that the Wiki is backed up?

AI: DJ to check on Wiki's backup status.

AB: There are 23 individuals registered for the Wiki, this excludes administrator types.
Assign / Create subcommittees for "baseline" content development in the draft

This is organized along the lines of the section volunteers.

AI: DJ to come up with a list of assignments we would like to assign and inform the other registered members of the Wiki that these are available and see who is willing to volunteer.
Create and Assign Action Items specific to the conclusions developed

See the action item above for DJ.

DJ: Let's also try to be public with the Wiki prior to the face to face.

Ideally if we are aggressive in meeting our assignments, we can make the Wiki live after the next meeting. Let's try and bring this thing live ASAP. We need to get others interested.
Schedule Next Meeting:

2 weeks from today April 11, 2006 3 pm to 5 pm eastern.
Adjourn

GP / AB

Meeting adjourned at 4:50 pm EST

Minutes submitted by GP