Attendees: David Berry, Frank Dreger, Julie Halverson, Hideaki Hinagawa, Ralph Kahle, Alexandru Mancas, Fran Martinez, Elena Vellutini, Patrick Zimmerman.

Notes	Action
1. Green Books Status, RDM Status	
 The presence of the Navigation Data - Definitions & Conventions Green Book on the CCSDS web page was shown, as was the presence of the Re-Entry Data Message Blue Book. The CCSDS Editor Document Queue was shown; there are quite a number of documents in the queue that may be ready for the CESG poll, most importantly, the Navigation Data Messages Overview Green Book. Unfortunately, CESG polling has been seriously delayed. 	To David: Follow up with Secretariat regarding the schedule for the Navigation Data Messages Overview CESG Poll.
2. SANA Registry Status	
 David noted that the only current request to the SANA team that is outstanding is the Glossary updates (we submitted general navigation terminology updates long ago; RDM terminology was submitted to the Secretariat on 15-Dec-2019). David noted that he has a number of other outstanding action items related to SANA registries; several of these will be submitted to SANA in the near term. 	To David: Submit pending requests to the SANA team.
3. TDM Testing Status	
 Prototyping discussions continue; an updated TDM V2 Test Plan/Report was distributed in the first week of December. TDM Version 2 testing is a top WG priority at this point; overall testing is estimated to be 66% complete with target end of January 2020. Test Case #1: Cheryl indicated via email that "we are working through the TDM v2 testing of Doppler Counts. No issue, but there are nuances needed to process TDRSS data that the TDM v2 doesn't cover, so we are using the 'ICD' method to address these. I do have confidence it will be complete prior to end of Jan 2020." Test Case #2: The ESA part of the test is complete. David indicated that a problem has been observed in the JPL implementation and he does not yet know it is a data problem or a coding problem in the TDM processor. Test Case #3: Is complete. Test Case #4: Ralph reported that he is waiting for data from 	To David: publish updated Test Plan/Report. To All: Complete outstanding test coordination and testing.
 Alexandru. The ESA part of the test is complete. Test Case #5: David indicated that he and Fran will discuss the XML test after 01-January-2020. Fran has already completed XML testing of Test Case #2. We hope to enter the CESG/CMC polls in early spring 2020. 	

Notes	Action
4. Action Items Review & Other Document Status	
Action Items from/since the most recent meetings and general document status were discussed and dates were updated. Many/most of the Action Items involve documents, so there is intertwined status of documents and their respective action items below. Documents are sorted below in alphabetical order. Action item target dates appear in the Action Items list.	To David: Send updated Action Items with minutes and post to CWE.
a) ADM: Alain was unable to attend, but indicated via email that he intends to send Julie the updated ADM Pink Book draft document by the end of the week (22-Dec-2019). During the telecon Julie inquired about getting the advance copy of ODM P2.39 so she could start parallelling the OCM material into the ACM.	To Alain: Send P1.9 draft to Julie. Publish ADM 1.9 with updated ACM when it's ready. To David: Send Julie the advance copy of ODM P2.39.
	To Julie: Process ACM based on P2.39 OCM.
b) CDM: Neither Brian nor Dan was able to attend the telecon, so there was no updated status. A first Pink Book draft P1.0.1 is anticipated in January/February.	To Brian/Dan: Continue with plan for CDM P1.0.1
c) Navigation Data - Definitions and Conventions Green Book: No discussion. Version 4 was finally published in late November! This has been a long time coming	None
d) Navigation Data Messages Overview Green Book: The document has been in the hands of the Secretariat since 14-Jun-2019. According to Tom Gannett, the document will be in the next batch of CESG/CMC "approval to publish" polls. There are currently 0 (zero) CESG Polls in progress, and the last set of polls closed 18-Oct-2019. Hopefully soon there will be a new set of CESG polls?	None, except to wait for Secretariat to create poll.
e) NDM/XML: No discussion. There has been no recent progress; work on this document has been de-prioritized (TDM V.2 and ODM V.3 have higher priority). An updated draft (P1.0.2) is anticipated by end of January 2020.	To David: Prepare NDM/XML P1.0.2
f) NEM: Distribution of the first NEM White Book is delayed; it is now expected January/February 2020. The NEM has the same Lead Editor as the ADM Version 2 update, which has higher priority.	To Alain: Produce NEM White Book 1 after ADM P1.9 is distributed.
g) ODM: A preliminary Pink Book version P2.39 draft was received 20-Nov-2019. The XML schemas, XML portions of the document, and Annex A (ICS) are in the process of being revised, and then the P2.39 draft will be sent to the full working group for internal review. Updates to CCSDS Normative Annexes SANA Registries referenced by the ODM continue.	To David: Prepare XML section and ICS (Annex A) for P2.39; send back to Dan. To Dan: Prepare internal review version of P2.39

Notes	Action
h) PRM: Frank and Fran noted that he and Fran have been meeting with someone who would like to apply the PRM, but has identified issues that prohibit the implementation. Work on a Corrigendum that was identified at the Fall Meetings is in progress, as well as responses to some questions raised during the joint MP&S/Nav WG meeting at the Fall 2019 Meetings.	To Fran: work on Corrigendum and response to MP&S WG.
i) RDM: No discussion. Published in late November! Hooray!	None
j) TDM: A TDM P1.5 draft was distributed in late November; it contains a minor revision requested at the Fall 2019 Meetings. Also see agenda item #3 above for testing status.	To David: Distribute TDM P1.5 proofreading assignments.
5. Other Topics	
We welcomed a new member to the Working Group, Elena Vellutini of ASI (Agenzia Spaziale Italiano). We have not had a representative from ASI since Spring 2010, so Elena is a most welcome addition.	To David: Provide introductory material to Elena.
7. Next Telecons	
Proposed Telecon Schedule (all Times UTC) • 22-Jan-2020 14:00 UTC • 26-Feb-2020 14:00 UTC • 01-Apr-2020 13:00 UTC • 22-Apr-2020 13:00 UTC • 04-May-2020 Spring 2020 Meetings commence	To David: Send out meeting invitation and Webex info as applicable.