**11 August 2015 Teleconference Notes**

Attendees:

E. Barkley

J. Chamoun

K. Costello

A. Crowson

M. Gnatt

C. Haddow

H. Kelliher

J. Pietras

P. Pechkam

K. Tuttle

Agenda (as adjusted at the telecon)

1) Action item review

2) Update on planning book prototype test plan (assuming Marcin and/or Karen are available)

3) XML Schema maintenance policy (see email from August 10th)

4) CSS Area strategic goals check re CSSM

5) Fall meetings planning (yes already)

 a) Friday splinter session

6) AOB

 a) Service catalog update.

Discussion Summary:

1. Action items review:
	1. Several actions updated re due dates – please updated spreadsheet
2. Planning book test cases
	1. Success criteria were agreed upon as okay
	2. We walked through the various test cases
	3. To be further discussed is whether or not the planning request is in scope or not
		1. If so, would be considered as part of phase 3
3. XML Schema maintenance policy
	1. We walked through the point of the draft policy
	2. Policy allows for management of differenct versions of the namespace vs management of verison within a name space
		1. Current x.y.z numbering schema is aligned as
			1. X 🡪 Book issue number
			2. Y 🡪 Corrigendum
			3. Z 🡪 editorial
		2. Agreed that with policy in place and .z implying editoral that .z could be dropped in favor of tracking minor revisions within the schema itself (as indicated by the policy)
	3. The notion of a CCSDS account for users to register to enable download of schemas (and therefore facilitate tracking deployed instances) was discussed
		1. WG chair/AD to bring the idea forward to the CESG
4. CSS Area strategic goals
	1. Briefly reviewed – no modifications noted
5. Fall meetings planning
	1. C. Haddow offered to provide a conference room for the 5th day of the meetings
		1. Noted that this is not likely to pass muster with CESG chair, but AD to submit inquiry
		2. Joint sessions forseen include
			1. DDOR – service request
			2. CSTS – SC-CSTS vs ES-CSSM
			3. NAV – event definition
6. AOB
	1. Service catalog update
		1. Question of indexing by aperture vs service
			1. Agreed that by service tends to make more sense
		2. Noted that there may need to be a phasing aspect to the services definitions – e.g, end of life dates and/or anticipated new capabilities dates, etc.
		3. Noted that there may be a level of service availability statement needed – e.g, telemetry service at X band can be provided globally but at Ka band is limited
		4. The glossy brochures uncovered tends to suggest that a normative summary of a service catalog may be of use

Our next telecon/WebEx is scheduled for August 25, 2015

[end notes]