

MTAC Task Team (TT) #23

Date: January 11, 2016

Attendees: Heather Dyer, Pritha Mehra, Lance Bell, Tarlochan Mann, David Horton, Mark Kolb, Todd Black, and Adam Collinson

Discussion Items

- Using the format suggested by IdeAlliance, the documents will be divided into 4 sections:
 1. DMM (Mailing Requirements)
 2. Publication for Streamlined Mail Entry (Policy on accepting, verifying, and calculating)
 3. Technical Specifications (Mail.dat, Mail.XML, Assessible errors)
 4. Guides

Heather will make updates to put into a format that can be shared at MTAC on Wednesday. That will give TT 23 opportunity to look it over on Tuesday prior to presentation to the entire group. Industry members agreed to the format and general flow of the MAP. Todd sent an email to IdeAlliance asking that they define what content expectations are for a guide, tech spec, roadmap, etc.

- Todd will not have to present in Tuesdays' session but will be asked if he has anything to add at the end of Pritha's presentation prior to opening it up for questions.

Action Items

- Heather to make revisions to MAP grouping within the 4 sections and share with group prior to Wednesday's session.
- Todd emailed IdeAlliance and will share response once received.