**PWG MFD Working Group Teleconference Meeting Minutes**

**February 24, 2011**

**Attendees:**

Ira McDonald High North

Nancy Chen, OkiData

Andrew Mitchell HP

Peter Zehler Xerox

1. **Identify Minute Taker –** Peter Zehler
2. **PWG Process**

Attendees were informed that the meeting is held in accord with the PWG Intellectual Property Policy. There was no objection.

1. **Approval of Minutes**

The last teleconference meeting minutes: **<**ftp://ftp.pwg.org/pub/pwg/mfd/minutes/pwg-mfd-minutes-20110201.pdf> was accepted.

1. **Agenda bashing**

1. Identify Minute Taker

2. Approval of minutes from last teleconference

<ftp://ftp.pwg.org/pub/pwg/mfd/minutes/pwg-mfd-minutes-20110224.pdf>

3. Agenda bashing

4. Complete MFD Model and Common Semantics Last Call

<ftp://ftp.pwg.org/pub/pwg/mfd/wd/lcrc-mfdmodel10-20110308.pdf>

<ftp://ftp.pwg.org/pub/pwg/mfd/wd/MfdOverallLastCallComment-resolution-20110308.pdf>

5. Next steps

No objection to the agenda.

1. **Discuss MFD Model and Common Semantics Last Call**
2. Xerox withdrew its two outstanding comments
3. Remaining comments were accepted with minor rewording for clarification
4. Nancy’s comment on PdlInitFile was corrected and comment on PdlInitFiles was addressed with a note for clarification. Element names in the tables with embedded spaces were fixed. The final comment on schema/figure mismatch was due to the latest schema was not posted.
5. **Next Steps**
	* **Update Comment Resolutions & post**
	* **Create final lcrc specification, generate redline version & post**
	* **Create clean stable WD version & post**
	* **Update MFD site with all the latest specifications & schema/WSDL**
	* **Initiate 30 Formal Vote of MFD Model and Common Semantics specification**
	* **Update Copy Service Semantic Model and Service Interface specification & initiate Last Call**

**Action Items**

1. Pete to add link to latest named version of the schema as well on MFD page
2. Mike to add printer-charge-info-uri discussion to IPP Everywhere agenda
3. Pete to check IPP Fax specification to insure it is covered by FaxOut spec
4. Next teleconference is 3/31