

UA EAI WG Meeting

24 October 2024

Attendees

Mark Svancarek	Jiankang
Abdalmonem Galila	Jim DeLaHunt
Anil Jain	K Mohan Raidu
Anil Kumar Jain	Samuel Lemma
Emmanuel Oruk	Seda Akbulut
Ernest Mafuta Katoka	

Apologies by Nitin Walia.

Meeting Agenda:

1. Welcome and roll call
2. Continue working on the EAI Self-Certification Program – [Plan Document](#)
 - a. [SOW](#) on EAI self-certification training videos

Meeting recording: [Link](#); Passcode: @+w7\$zo^tb

Meeting Notes

- WG members reviewed the Draft SOW and discussed how to create messaging and content that is not overlapping previous one, and how to promote the guide for procurement.
- It was suggested having translations or at least subtitles in other languages so that it would enable the inclusivity.
- All suggestions were captured on the SOW document.
- Purpose, Timeline, History, Proposal Submission, COI sections were completed in the SOW.
- Purpose of the video is to educate buyers of emails services about what they need, and educate the sellers of email services to meet the buyers' needs. The wording was revised accordingly.

- The chair encouraged all members to suggest a brief paragraph for the video1, under the Description of Work in the [SOW](#).

Next meeting: Tuesday 5 November 2024 at 13:00 UTC

(MarkSv and the members are also OK for 14:00 UTC in case there is a conflict)