



BUILDING GLOBAL COMMUNICATIONS

Approved by General Counsel

TR-42 Conference Call Report

Date: 12/17/03

Location: Conference Call

Approved: 01/02/04

T# 7689

**TR-42 Subcommittee conference call meeting notes
December 17, 2003**

Attendees:

- Paul Vanderlaan
- Dave Hess
- Shadi AbuGhazaleh
- Herb Congdon
- Billie Zidek-Conner
- Glenn Sexton
- Peter Sharp
- Bob Jensen

1. Agenda Review

The agenda for the conference call included:

- Agenda review
- Meeting notes from 12/04/03
- Is there a role for TR-42.5 to coordinate editing efforts
- Document structure (to date, there has not been anything more than to change 568-B.1 to be entitled "Generic" (or something to that affect) and have 568-B.2 be for Copper Cabling Components. Numbering to continue as is today.
- Continuous maintenance documents
- Program of work
- Meeting notices and reports (timing)

No other items were added to the agenda.

2. Meeting notes from 12/04/03

There were no changes to the meeting notes.

3. Is there a role for TR-42.5 to coordinate editing efforts

Peter Sharp joined the call and introduced the topic by trying to come to an understanding of what would be expected of such a role. His first thoughts were that this is a good idea in that it would provide a consistency of style between standards. The initiating Subcommittee would be providing the intelligence while TR-42.5 would provide the style. To provide this style and to keep this consistency from one chair to another a document would have to be developed that would enhance the TIA Style Guide for TR-42 use. Also discussed were the possibility of developing a template and a TOC for each document that should be followed as a guide. One of the benefits of this development process is that it would focus the Subcommittee on their scope and develops a schedule of the work needed to complete a project. Further discussions noted that Study Groups should be held under TR-42 so that any resulting project could then be handed over to the appropriate Subcommittee. Peter agreed to put together a document that would help in structuring how TR-42.5 could fulfill the role of coordinating editing throughout TR-42.

4. Continuous maintenance documents

Billie Zidek-Conner asked whether each of the TR-42 Chairs received a CD from TIA with the TIA-136 Continuous maintenance document attached. Most did not receive a copy as yet.

The group on the call still did not view that there would be any benefit from using this document process.

5. Document structure

The document structures were discussed. Dave Hess noted that the intent of moving to the current document structure was that each document would be able to progress at its own pace. Bob Jensen concurred and the others on the call appeared to agree. The changes still being noted are that 568-B.2 would need to change its title to be generic, and that 568-B.1 would either address generic cabling and commercial cabling, or address these topics separately.

6. Program of Work

This topic was not discussed as a contribution had not been prepared and there was little time left on the call.

7. Meeting notices and reports

This topic will be addressed on the next call. Bob Jensen asked that consideration be given to a time span upon which the meeting reports should be distributed after a meeting, and the agenda being distributed prior to a meeting.

8. Reminders

- Scopes should be reviewed at the next TR-42 meetings with respective Subcommittees so they can be adopted at the Plenary.
- Agenda should be sent out shortly to include elections for the appropriate Subcommittees and TR-42, and include a section on output documents that contains letters to other SDOs (e.g., IEEE).
- Document numbering on the FTP site needs to be consistent. All chairs will be asked to follow the TIA Style Guide for numbering these documents.

This meeting was conducted in accordance with the TIA Engineering Manual and the TIA Legal Guidelines.

The conference call for December 30 and January 12 will be cancelled with a new date of January 6th added for conference calls.