

Tools and process

Tracking Protection Working Group
21/22 September 2011

W3C



Core values

- consensus
- interoperability
- good design
- quality



Process Nuts and Bolts

- Preparation
- Working Group, toward Last Call you are here 
- Last Call
- Candidate Recommendation
- Proposed Recommendation



How we got here

- workshop – see later session
- activity preparation
 - charter proposal to the membership
 - member review & advice



Tools

- mailing lists
 - public-tracking@w3.org
 - [#dnt](irc://irc.w3.org:6665)
 - issue and action tracking



Issue tracking

- structuring the discussion
- issues list will be public
- collect questions, answers, rationale for decisions
- tool support: issues have numbers (ISSUE-NNN), indexing messages by issue number



Culture

- accountability
 - document, explain, respond
 - openness and public visibility
- mailing list is archived, publicly visible
- if in doubt, copy the public mailing list



More culture: publish early, publish often

- early publication of formal working draft
- editors' drafts available for public to review
- quick and dirty meeting minutes



IRC during meetings

- `irc.w3.org:6665, #dnt`
- queue management: `q+`, `q-`, `ack`
- `zakim`, `mute me`
- IRC used for minutes, minutes are published on the Web



minuting conventions

- minutes due 48h after meeting
- Scribe rotates among WG members
- “Topic: first meeting”
- “x: talking a bit about technology”
 - “... and goes on and on and on”
- “ACTION: Matthias to ..”



action items

- a promise by a person to deliver a specific item by a given time
- <tlr> ACTION: Aleecia to something
- <trackbot> created ACTION-NNN
- action numbers recognized when they show up in e-mail, indexed



Consensus

Consensus is a core value of W3C. To promote consensus, the W3C process requires Chairs to ensure that groups consider all legitimate views and objections, and endeavor to resolve them, whether these views and objections are expressed by the active participants of the group or by others (...). Decisions MAY be made during meetings (face-to-face or distributed) as well as through email. ...

1. Consensus: A substantial number of individuals in the set support the decision and nobody in the set registers a Formal Objection. Individuals in the set may abstain. Abstention is either an explicit expression of no opinion or silence by an individual in the set. ...

2. Dissent: At least one individual in the set registers a Formal Objection.



Standing

- *“By default, the set of individuals eligible to participate in a decision is the set of group participants in Good Standing.”*
- Attend at least two out of every three meetings.
- Deliver action items in time.
- Respect conflict of interest policy.



Last Call

- Working Draft published, for outside comment
- “We think we’re done”:
 - formally document dependencies
 - formally address issues



From Last Call to Recommendation

- Addressing Last Call Comments: formal response cycle with every comment.
- Candidate Recommendation: Collecting implementation information.
- Proposed Recommendation: Review by the W3C membership.





tlr@w3.org / @roessler

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