IFRT Plenary Meeting #8horizontal line

[IFRT PLENARY MEETING](https://community.icann.org/display/ifr/March+31%2C+2020+%2817%3A00+UTC%29+-+Call+%238), 31 March 2020

***Review Team Members: If you have corrections, please email Amy at amy.creamer@icann.org***

https://www.icann.org/news/announcement-2020-03-31-en

Agenda**:**

1. Welcome
2. Agenda Bashing
3. Administrative Items
4. [Announcement of Completion of Scoping Documents](https://www.icann.org/news/announcement-2020-03-31-en)
5. CSC Presentation by Bart
6. IANA Naming Functions Contract review
   1. Further Assignments
   2. Discussion
7. Expectations and next steps
8. Completion of NDAs
9. Next Meetings:

a. April 14 (17:00 UTC) – Becky Nash – PTI budget process

b. April 28 (17:00 UTC)- Joint meeting with the CSC. To be discussed on the CSC call this week

**High Level Notes**

**Icann.org Announcement of Scoping Document Completion**

* Published on 31 March 2020: https://www.icann.org/news/announcement-2020-03-31-en

**Non-Public Documents**

* Please notify Amy if you want access to a non-public document. She will provide you with a NDA to sign.

Decisions:

NONE

Action Items:

* For Team Members: Please do your research for your assigned section by end of April

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| **#** | **Request** | **Completion Notes** | **Completion Date** |
| 5 | Build out [Contract Spreadsheet](https://docs.google.com/spreadsheets/d/1liYwq83mQa9rRkuPwqt7ZoUDVtN-yT_c/edit#gid=1621245865) | Amy added suggested columns and completed some sample lines | 06-Feb-2020 |
| 4 | IFRT to review [Work Plan](https://community.icann.org/display/ifr/Work+Plan) | Team approved Work Plan | 18-Feb-2020 |
| 3 | IANA Naming Function Contract with reference notes | Amy sent to IFRT: [spreadsheet](https://docs.google.com/spreadsheets/d/1liYwq83mQa9rRkuPwqt7ZoUDVtN-yT_c/edit#gid=1621245865) version and [pdf version](https://docs.google.com/document/d/1K_W9eRIkjdWnnWU_-DrRwrOsKadRnSOobP0wNCVGWUk/edit) | 27-JAN-2020 |
| 2 | IANA Training Session | Kim held session; [recorded](https://icann.zoom.us/rec/play/vsB_Ju2pqm03SdeQ4wSDU_N9W460KKKs0SAf8_tez0nmVHEEM1ulNeASMOQ8fwNAAT9sHaXDFwGzJruh?continueMode=true) and [slide deck](https://community.icann.org/display/ifr/Webinar%3A+IANA+Overview+for+IFRT+-+24+January+2020+@17%3A00+UTC?preview=/126419729/126422169/ianaintro-ifrt-202001%20(1).pdf) distributed and available on the wiki | 24-Jan-2020 |
| 1 | Budget Questions | Answered: Budgets are set for each Review, and the budget for this review was set back during the IANA Stewardship Transition.  If the team believes more F2F meetings are required, the team can utilize the budget request process. Will give more details if review team believes more travel is necessary. | 20-Jan-2020 |