

# IFRT Plenary Meeting #13

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[IFRT PLENARY MEETING](#), 23 JUNE 2020

***RT Members: If you have corrections, please email Amy at [amy.creamer@icann.org](mailto:amy.creamer@icann.org)***

## Agenda:

1. Welcome
2. Agenda Bashing
3. Administrative Items
4. Determine Draft Initial Review Structure:  
<https://docs.google.com/document/d/10z8ABLYqcx6yFNmCKXIWXWlxTNzO7148/edit>  
[\[docs.google.com\]](#)
5. Discuss how to move work forward
6. Next Meetings:
  - 07 July | 18:00 UTC
  - 21 July | 18:00 UTC

## High Level Notes

### DRAFT INITIAL REVIEW FORMAT DISCUSSION

- Overall format of initial draft seems fine.
- Try organizing “findings” by Bylaw Sections on Scope but ensure all critical information is copied over from the Contract spreadsheet so we don’t need to reference it as a document external to the Initial Report

### FINDINGS

- Will evaluate if enough team members have entered their findings to determine if we’ll have 7 July meeting (also check that these same team members will be present so as to explain/discuss their findings). Will notify the team about whether meeting will commence by 02 July
- **Request that all team members finish their findings by 21 July meeting!**