###  ICANN DC Office, Chesapeake Conference Room

### 801 17th St. NW, Suite 400

### Washington, DC 20006

*Note: Please bring a photo ID to present to security to gain access to ICANN’s 4th floor office.*

### 14 January 2018

*Coffee, fruit and pastries will be available in the conference room.*

0900-0915: Welcome, review agenda

0915-1045: Review use cases in priority order to determine common themes, design elements, and discuss formative pieces of a technical model

1045-1100: Coffee break

1100-1200: Matrix of responsibilities and roles in RDDS (Steve Crocker)

1200-1300: Lunch catering in office

1300-1500: Continue use case review discussion

1500-1515: Coffee break

1515-1715: Review outcomes from use case discussion and identify points of commonality/difference that may lead to a technical/design specification

1715-1730: Review action items and agenda for Day 2

1900: Team Dinner, Zaytinya, 701 9th St. NW, *Note: Please reply to calendar invite for team dinner to confirm head count.*

### 15 January 2018

*Coffee, fruit and pastries will be available in the conference room.*

0900-0915: Welcome and review Day 2 agenda

0915-1045: Discuss use case prioritization and its correlation to the key questions in the [charter](https://www.icann.org/en/system/files/files/tsg-access-non-public-registration-data-charter-20dec18-en.pdf). Are there other questions or use cases the team should consider?

1045-1100: Coffee break

1100-1200: gTLD RDAP Profile Working Group call (Note: This is optional for the team to join, but some group members will be joining this call.)

1200-1300: Lunch catering in office

1300-1400: Completeness check, review remaining use cases, discuss design principles and specifications

1400-1500: Performance Requirements (Charter questions below) & Error Conditions

1. What are the performance and scalability requirements?
2. How should the service perform in request/response mode?
3. How should the service perform in queueing?
4. How should the service manage extensibility?
5. What are the security requirements?
6. What are the reliability/resiliency requirements?

1500-1515: Coffee break

1515-1600: Summarize where the group has reached consensus on design specification, determine areas that need further discussion. Göran to join discussion.

1600-1730: Review action items, discuss next steps.

***END OF FACE-TO-FACE MEETING***