

UA EAI WG Meeting

5 May 2020

Attendees

Cheryl Langdon-Orr
Harish Chowdhary
Jim DeLaHunt
Mark Datysgeld
Mark Svancarek
T Santosh
Nitin Walia
Sasa Kovacevic
Sushanta
Pitinan Kooarmornpatana

Agenda

1. Review of previous [meeting note](#)
2. Review the [EAI mailbox best practice](#) document
3. AOB

Meeting Notes

The WG reviewed the previous meeting note and noted that it was a fruitful brainstorming session.

The WG reviewed the [EAI mailbox best practice](#) document. The Introduction was added. The WG members discussed how to restructure the working paper into the Best Practice Document. The membered agreed to reorganized in the following structure:

Introduction
Policy topics for consideration
1. Topic
a. Considerations:
b. Recommendations:
c. Checklist:
[]
[]
2. Topic
a. Considerations:
b. Recommendations:
c. Checklist:
[]
[]
3. ...
Glossary

The members worked on the first few topics for the new format: Length, Script mixing, and Preventing Invalid Strings. Jim and Cheryl volunteered to reformat the rest of the working paper into the Best Practice Document for WG members to review in the next call.

Action item

No.	Action Item	Owner
1.	<i>Reformat the Best practices for email admins document for WG members to review in the next call.</i>	<i>Cheryl, Jim</i>