ANSI J16 * PROGRAMMING LANGUAGE C++

National Committee for Information Technology Standards (NCITS)*

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AGENDA

J16 Meeting No. 25
WG21 Meeting No. 20
November 10-14, 1997

At this meeting we are determined to complete the Working Paper to the point where we can vote it out as a proposed FDIS. Failure to do so does not bear contemplating, so all our efforts must be directed toward ensuring we get that result. In particular, we must carefully differentiate errors and omissions we can live with from those we cannot live with. (We will never have a perfect document. Like any software product, it must at some point be deemed "good enough to ship", or it will never be shipped.)

This meeting will be very much like the one a year ago where we prepared CD2 in real time. We learned from that experience that we did not budget enough time for drafting and proofreading. Accordingly, the schedule this week will involve less time for working group meetings and more time for drafting and proofreading.

Please notice that our Monday meeting will convene at 8:30 and not be delayed the customary 30 minutes.

Monday, November 10, 8:30am-5:30pm

1. Opening activities

1.1 Opening comments

1.2 Introductions

1.3 Membership, voting rights, and procedures for the meeting

1.4 Agenda review and approval

1.5 Distribution of position papers, WG progress reports, WG work plans for the week, and other documents that were not distributed before the meeting.

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1.6 Approval of the minutes of the previous meeting

1.7 Report on the WG21 Sunday meeting

1.8 Liaison reports

1.9 New business requiring actions by the committee

2. Working Paper for Draft Proposed Standard

2.1 Changes in the Working Paper

This includes changes in all chapters of the Working Paper. The changes since CD2 were not specifically approved by Committee vote, so we will not have a vote on approving the current version of the WP.

3. Organize subgroups, chapter editors, and chapter reviewers. Establish working procedures.

4. WG sessions

During these sessions all WGs are to close all outstanding issues, and prepare complete proposals for consideration during the General Session on Tuesday. Presumably no topics will be addressed which have not been discussed in previous meetings or mailings. A "complete proposal" shows exact changes to the WP, probably in the form of diffs, and does not rely on the Project Editor to determine whether other parts of the WP might be affected by the proposal. Not later than Tuesday noon, all proposals are made available electronically and in hardcopy to the attendees.

Tuesday, November 11, 8:30am-noon

5. WG sessions continue.

Tuesday, November 11, 1:30pm-5:30pm

6. General Session.

During this session all WGs and, possibly, individuals will present the proposals as prepared. Everyone will have copies of the proposals, so the presentations will be as brief as possible. Discussion will be limited to understanding the issues and allowing voting members to come to a decision pro or con. Each proposal will become a formal motion and will be voted on immediately. (Of course, formal meeting procedures regarding discussion, amendments, tabling, withdrawing, and so on are always applicable.)

The proposals will be modified according to the voting so that document production can begin Wednesday morning.

Wednesday, November 12, 8:30am-5:30pm

7. Document production.

The drafting committee will edit the WP sections according to the proposals as accepted. It is anticipated that clarifications and corrections will be needed from WGs, so persons not directly involved in editing should remain available to answer questions and help chase down missing bits. As sections are completed, postcript output will be generated and at least one copy printed.

Thursday, November 13, 8:30am-noon

8. Proofreading of proposed FDIS.

   Each section of the WP as prepared by the previous step will be proofread. Each section will have at least one proofreader who is a member of the associated WG, and at least one proofreader who is not a member of the associated WG.

Thursday, November 13, 1:30pm-5:30pm

9. Production of proposed FDIS.

   Corrections as noted in proofreading will have been applied, and final versions of each section will be produced. A final round of proofreading will ensure that the correct section versions have actually been included in the WP.

10. Social event Thursday evening.

Friday, November 14, 9:30am-12:00pm

Note: We will start one hour later in order to allow some extra time for reviewing the new DWP.

11. Review of the meeting

11.1 Formal motions

The expected votes are to approve the WP, and to submit the WP for approval as FDIS.

11.2 Review of action items, decisions made, and documents approved by the committee

11.3 Issues delayed until Friday

12. Plans for the future

12.1 Next meeting

12.2 Mailings

12.3 Following meetings

Breaks

Morning coffee break - 10:00am-10:15am

Lunch break - 12:00pm-1:30pm

Afternoon coffee break - 3:15pm-3:30pm