## Meeting Summary Report
### ICSD Meeting

**Attendees:** Norina Columbaro, Sherard Jones, Karen Darby, Carol Martsolf, Sandy Schwarz, Vincent Mokaya, Ralph Monroe, Laverne Deckert  
**Date:** 2/21/2022  
**Time:** 1hr  
**Location:** Zoom (Get approval from everyone before we record)

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Notes/Updates</th>
<th>Action Items</th>
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| **Welcome**       | Feedback for Council  
                    | Time Considerations  
                    | - There may be a rotation for the meeting going forward to ensure we are respecting everyone’s time, especially those who are in different countries.  
                    | Council’s Role  
                    | - Reviewed the Purpose and Scope of the ICSD.  
                    | - Reviewed the responsibilities of the ICSD.  
                    | - Reviewed the governance of the ICSD.  
                    | - Gave an overview of the IACET Structure and each role.  
| **Reviewing the NWI** | Sherard gave an overview of the project timeline and were the ICSD is currently at in the timeline.  
                    | Communications and Collaboration Overview  
                    | - Microsoft Teams will be used to communicate and collaborate the NWI.  
                    | - Sherard went gave a walkthrough of each file folder and its purpose in Microsoft Teams.  
                    | - Sherard ensured that everyone had access to Microsoft Teams.  
| Review of Existing Standards | - There was 1 approved standard ANSI/ASTM E2917 2019a which may be a potential conflict  
                    | - Feedback on Potential Conflict  
                    | - Norina – did not see any conflicts.  
                    | - IACET standard has a larger scope  
| **Determination** | The ICSD determined that no conflict does not exist.  
                    | - Majority was reached on this decision.  

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<thead>
<tr>
<th>NWI Approval</th>
<th>Sherard gave an overview of the NWI Approval process.</th>
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<tbody>
<tr>
<td>Voting</td>
<td>Voting began with 6 Approving &amp; 0 Nays.</td>
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<td>Ballot has been approved!</td>
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<th>Other Items</th>
<th>Next ICSD Meeting</th>
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<td>For next meeting the ICSD will appoint the SDC.</td>
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<td>Wednesday evenings have been determined to work best for everyone.</td>
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March 23rd @ 7pm CST will be the next meeting.