**DDI Glossary Working Group**

Wednesday September 7, 2022

0900-1000 (US Eastern)

Join Zoom Meeting

<https://us06web.zoom.us/j/83090594507?pwd=M0pHdi9uWW9vcVZHY2hQVUpNcUlQUT09>

Meeting ID: 830 9059 4507

Passcode: 724077

**Participants**:

* Dan Gillman (chair) (notetaker)
* Laura Molloy
* Steve Richard

Regrets:

* Valentin Brunel
* Nathalie Gendron
* Arofan Gregory
* Flavio Rizzolo

**Notes**

We went over the guidelines for writing definitions and what should appear in the explanatory notes section. The guidelines are provided in ISO 704:2000 (Principles and Methods for Terminology) at <https://edisciplinas.usp.br/mod/resource/view.php?id=202441>.

The group decided to go through each term on the glossary work page and rewrite the guidance into a definition and explanatory notes. We completed this for the term Archive. We hope that as we get better with the guidelines, the speed of the work increases.