# DDI Glossary Working Group – Meeting Notes

Meeting Date: 2021-12-08

## Team Members

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## Notes

### Introductions

Members at the meeting introduced themselves.

### ISO 704

Dan described ISO 704 in general terms. The edition circulated has been superseded by others, so this 2000 edition can now be used freely. Clause 6 on definitions is important to the work. Intensional definitions are those that depend on a more generic concept, are used to build taxonomies, and are mostly seen as more precise than other kinds. Where possible, we should use them. Also, see all the principles for writing definitions. The link to the file is <http://semanticweb.kaist.ac.kr/org/tc37/pdocument/standards/ISO%20704.pdf>

#### Action Item

Read ISO 704, especially Clause 6 about definitions.

### Current glossary

We reviewed the current DDI Glossary. No terms are defined as ISO 704 directs. Rather they are described. Many terms probably should not be in the glossary. Some are not described well. Many terms we think we’d like to see are not there. Ultimately, the scope of the glossary will determine which terms are needed. The link to the site is <https://ddialliance.org/resources/ddi-glossary>

#### Action Item

Review the glossary to identify terms that don’t belong and those that do. We will begin to make decisions about which terms belong at our next meeting.

#### Action Item

Send links to the group of relevant glossaries we can review.

### Purpose for glossary

The purpose listed for the current glossary is not very clear or suitable.

#### Action Item

Circulate proposals for an updated purpose via email. Try to arrive at a consensus over the next week or so.

### Meeting schedule

We agreed to meet every 2 weeks for the beginning. How long we need to meet that often will be determined by progress. Because of the holidays coming up, we will hold out first bi-weekly meeting on Wednesday 12 January 2022 from 0900-1000 (US eastern time).

#### Action Item

Please let Dan know if this time just won’t work out. For everyone on the Zoom meeting, the Wednesday time was the best.

### Meeting Notes

No one volunteered to be permanent note taker. Therefore, Dan decided to rotate the assignment to a new person each time.

### Zoom Meeting Details

<https://us06web.zoom.us/meeting/tZctfumtpz8vGtPsRjE2s9eX6MZSOcG17HTa/ics?icsToken=98tyKuGrrjIqH92RtRmARpwqAor4c-_xmClYjbdtjy3vJnJAOwbOYM94AZ18N4mH>

Meeting ID: 830 9059 4507
Passcode: 724077