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)

Agenda Item	Notes/Updates	Action Items
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.	

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