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Software & System Engineering  
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**ISO/IEC JTC1/SC7 WG2  
Software Systems Documentation**

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**TITLE:** MINUTES OF ISO/IEC JTC1 SC7 WG2 MEETING  
HELD IN NAGOYA, JAPAN, 2001-05-14/18

**SOURCE:** WG2 Convener

**WORK ITEM:**

**STATUS:** Final

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### **MINUTES OF ISO/IEC JTC1 SC7 WG2 MEETING HELD NAGOYA, JAPAN, 2001-05-14/18**

#### **1. Opening of Meeting**

The Convener of WG2, Mr Ken Johnson, called the meeting to order at 11.00 hrs on 2001-05-14.

#### **2. Conveners' Report**

The Convener made a brief report on the activities of WG2 since the last meeting in Hursley Park, UK.

#### **3. Domestic Arrangements**

Prof. Yamamoto said that Room 225 of the Nagoya Congress Centre would be available to WG 2 for the duration of the meeting and explained the other domestic arrangements. A local LAN was set up in the room for the use of WG2. Members of WG 2 and their guests were invited to a welcome drink and light meal on Monday 14<sup>th</sup> (evening) and also to a dinner on the evening of Wednesday 16<sup>th</sup> May.

#### **4. Roll Call and National Update**

There were five working group members present with two observers from the Japan National Body mirror group for WG2. Ms Sue Besbrode (UK Secretariat, BSi) attended part-time on 2001-05-14 (WG2 N.306 refers).

Richard Hodgkinson (UK) reported that the editing group of himself, Daniel Dresner, Jeff Hillmore and Phil Cohen (by email) which was continuing to process the comments on WD 18019 had continued to meet and that the work was going well. He said that he expected that comments received on the CD could be processed by WG2 at this meeting and that a revised draft would be ready for approval by the WG2 meeting in October 2001.

He said that there was an emphasis in the USA on the issue of Accessibility which had been the subject of recent legislation in the USA. At the request of WG2, he gave a short presentation on Documentation Accessibility.

Prof. Yamamoto (Japan) reported that the Japanese NB mirror group had been meeting monthly to provide input for WG2 projects, and introduced two members of the group who were attending as observers. The Convener welcomed Mr Fueki and Mr Yamaoka. Professor Yamamoto said that he would be introducing the comments on CD 9127 and also the Japan comments on TR 9294

Tom Kurihara (US), said that he had taken over from George Jackelen and that he hoped to be able to move forward the documents for which the US was responsible.  
Ronny Elofsson (Sweden) said that he was still in touch with the group of technical communicators to comment on the WG2 projects.

#### **5. Minutes of WG2 Meeting held in, Hursley Park, UK, 2000-10-23/2000-10-25**

The minutes of the Hursley Park meeting were discussed and were approved. All actions arising had been completed.

#### **6. WG2 Work Programme**

##### **6.1 WD 18019 Guidelines for the design and presentation of software user documentation (Project 07.45)**

Mr Richard Hodgkinson, the Project Editor, said that the ballot was successful (73% approval) and of the 498 national body comments, 298 were submitted by the UK, comments being categorised into Technical High, Technical Low and Editorial. The Technical High comments were the subject of much discussion and responses agreed. These comments concerned:

- Evaluation of documentation
- Copyright of material in the standard.
- Naming of the standard.
- Cross-references to other related ISO standards.
- The structure of the standard.

Mr Hodgkinson said that the editing sub-group would try to resolve the comments by the next WG2 meeting in October.

**Action: Richard Hodgkinson/Danny Dresner/Jeff Hillmore/Phil Cohen**

##### **6.2 IS 9127(Rev) User documentation and cover information for consumer software packages**

Professor Yamamoto said that comments from the WD ballot had been incorporated. After discussion between the WG2 Convener, Professor Yamamoto and the SC7 Secretariat, it was agreed that Professor Yamamoto would prepare a disposition of comments and the revised document would be sent for a combined CD/CDR 3 month ballot.

**Action: Professor Yamamoto**

##### **6.2 ISO/IEC TR 9294 Guidelines for the management of software documentation (Project 07.18)**

The Project Editor, Tom Kurihara, led discussion of the comments on the document and these were resolved. It was agreed that the Project Editor should contact the Secretariat to forward the WD for CD Registration

**Action : Tom Kurihara**

##### **6.3 CD15289 Guide for the application of ISO/IEC 12207 to the documentation process (Project 07.03.39)**

Comments from Germany (Annette Calkin) and US (Tom McBride) were considered and resolved. It was agreed that Tom Kurihara incorporate these by the end of July so that the document can go forward for CD Registration.

**Action: Tom Kurihara**

#### **7 Demonstration of SQuaRE**

Professor Azuma, Convener of WG6 gave an excellent demonstration of SQuaRE and was thanked by the convener on behalf of the WG.

#### **8 Publicity**

Richard Hodgkinson said that he would be reporting back to the BSi mirror group IST/15, and the ISTC and would circulate information about the work going on in WG2 on current projects.

He would also write articles as appropriate for "The Communicator". He had been invited to give a paper at a technical documentation conference in Milan.

Professor Yamamoto said that the Japan mirror group might be enhanced later this year by a new member from IBM in Japan. The INSTAC committee remained at 8 members, mainly meeting on-line. A demo of the new Japan NB Information Document: On-line Document Development Process was nearly finished. Professor Yamamoto said he would be attending a conference in Tokyo at the end of August where he would be presenting the work of WG2.

Tom Kurihara said that in the US there were opportunities to contact STC, ACM and the IEEE communicators.

Ronny Elofsson said that in Sweden he had participated in a technical writers workshop at Ericsson and had made a presentation. He had also written an article for a technical writers paper in Sweden.

## **9 WG2 Product plan**

The WG2 Product Plan was reviewed and updated. The revised plan reference is WG2 N.308.

**Action: Convener**

## **10 Future meetings**

There was a discussion on the location for the next meeting of WG2 and it was decided to accept the invitation from Standards Australia for the meeting in October 2001.

Future meetings of WG2 will therefore be held as follows:

- WG2 Interim Meeting, Sydney, Australia, 2001-10-22/24
- SC7 Plenary/WG2 Meeting, Korea, 2002

## **11 Appreciations**

- Thanks were expressed, in his absence, to Mr George Jackelen for his work in WG2 since the SC7 meeting in Walnut Creek 1997
- Thanks were expressed by the Convener on behalf of WG2 to the Japan NB and sponsors, for their kindness and hospitality during the meeting.

## **12 Other business**

There was some discussion about future work for WG2, It was agreed that the work being done by the Japan NB looked very promising. Professor Yamamoto said that he hoped to have a demonstration ready by the next meeting of the working group. It was agreed that the group hoped to have a New Work Item by next year.

## **13 Adjournment**

There being no further business to discuss, the Convener thanked all members for attending and closed the meeting.

**K.S. Johnson**

**Convener, ISO/IEC JTC1 SC7 WG2**

**2001-05-18**