ASTM Data Communication Committee
Electronic Data Transmission Methods
SSL Standardization Subcommittee Meeting Agenda

Meeting Date: 7/17/2002   **Time: 9:00 – 10:15AM PDT**
Duration: 1.5 Hours
Expected Meeting Attendees: Frank Farber, Mark Griffin, Bill Mahoney, Sally Lloyd, Jody Fromer, Lika Barnabishvili, Cathy Papirnik, Maryse Shull, Steve Peterson, Judi Pianta, Eva Sztonak, Jeff Robinson and David Hood.
Toll-free phone number: 1-888-808-7924
Participant passcode: 105568
Meeting Objectives: The primary objectives of this meeting are:
✓ Determine overall progress
    ✓ Review & report on companies progress on SSL
    ✓ Standards discussion
    ✓ Confirm a target date for SSL solution implementation.

Time	Topic & Leader(s)	Desired Outcome or Understanding
9:00AM PDT	Introductions & Confirmation of Meeting Scribe **All**	Confirm all attendees.
9:05AM PDT	Review/Adjust Agenda **D.Hood**	Insure all topics are represented with adequate time. Add items not previously identified.
9:10AM PDT	Progress Report for all members. **All**	• Review current progress for each participant • Include to do still

9:40AM PDT	Review & Discuss areas of standardization to determine what still applies and any new issues. **All**	• Supported Web Browsers (IE, Netscape, etc.)
		  • Authentication & Verification
		  • User ID & Password: length, composition, expiration
		• Read/Write Account permissions
		• Directory Structure (particularly automatic file transfer)
		• Filenames
		• Automation Down/Upload Utilities

10:00AM PDT	Next Steps **D.Hood & All**	Agree on next steps • Include Action Items from this meeting • Next Meeting or Conference Call
10:15AM PDT	Adjourn **All**	

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SSL-SSC Meeting Minutes
07/17/2002

Introductions & Confirmation of Meeting Scribe

Meeting Attendees: Mark Griffin (SwRI), Bill Mahoney (ERC), Sally Lloyd and John Rivenburgh (PE), Jody Fromer (Lz), Maryse Shull, Larry Kettinter & Roger Broadway (Ethyl), Jeff Robinson and David Hood (Chevron Oronite), John Beck (RSI).
Scribe: D.A. Hood, M.J. Griffin

Review/Adjust Agenda

No adjustments were requested. D.Hood opened the meeting with a note that this would be an informational meeting to see where everyone is on (SSL) development.

Review each company's current progress

Oronite

D.Hood reported a break through with central IT and shared server usage for the Chevron Oronite SSL site. Oronite now has confirmation that the code works, and is one step away from testing with the labs (Phase I). However, complete automation is still not planned until the end of 2002 (Phase II).

Testing will be done in two phases. Phase I will be ready to begin testing within the next 5 to 10 days, during which time a test script will be drafted between the labs and Oronite IT. Phase II will involve the move to automation testing and result in the production system.

Infineum

D.Hood stated that he recently spoke to L.Barnabishvili and he could give a quick update. Per Lika, personnel have been identified to work on the SSL project and she is currently consolidating specifications for the development team. Infineum plans to use email as a backup for the SSL method, as are many other trading partners.

Ethyl

M.Shull reported that the next step will be to test with a lab (PE).

Lubrizol

J.Fromer reported that programmer resources have been secured and project work has been approved. Lubrizol will work with a late August timeline for testing and implementation with the 4th business quarter.

RSI / ERC

J.Beck reported that B.Mahoney has sent out an RSI status report for the EDT project, this would be both the RSI and ERC update for this sub-committee. John reported that testing with European labs would take place by the end of August and expects testing with other labs (American) to follow.

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Labs (PE and SR)

M.Griffin and S.Lloyd reported they are waiting for testing to commence.

TMC

D.Hood stated that he had a phone conversation with Scott Parke prior to this conference call. Per S.Parke, the TMC was definitely going to use SSL and felt they could go with "what ever" developments the sub-comm. adopts. Scott indicated that file naming was no longer as issue for the TMC, they plan to use the data comm header to obtain test type information (et. al.) about the transmission.

Review current Issues

There were no new issues to be discussed or changes from past issues, with one exception, to lock down a simple file name convention. The group decided to adopt the following naming convention.

The file name will be composed of a 4 parts. The file type and file extension will be taken from the tables listed below.

File Name parts: **LLTTTCCC.EEE**

Part	Contents	Format	Size
LL	Lab Code	CC	2 chars
TTT	File Type	CCC	3 chars
CCC	File Counter (unique per session; or continuously, recycling after 999)	999	3 chars
EEE	File Extension MIME compliant (txt was recommended)	CCC	3 chars

Current File Type

Type	Description
DAT	Test Results Data
FAC	Functional Acknowledgement

File Extension

Ext	Description
TXT	Text

Next Steps

No action items were made.

Using September 1,2002 as a target date to complete testing between Oronite and SwRI, at least one more teleconference will be held (last week of August) prior to the October 2002 DCC meeting in San Francisco.

Adjourn

At approximately 10:00AM PDT

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