

Minute of the WG for XML and XSL-FO for Instant Minute , Multipurpose Hall, Petaling Jaya , on 6/01/2009 at 3:30 p.m.

Present:

Name	Organization	Email
Mohd Tariq Mansor (Chairman)	Groundrel Info	mt.mansor@groundrel.info
Jamaliah Hussin	Marxus Security	jm@marxus.net
Andorra Hashim	Kaifa Software	andorra@kaifa.com.my
Husni Haniff	OpenSource	husni@opensrc.net.my
Jayakumar P. Muthu	Individual	jaya.p.muthu@individu.com.my
Chantaz Muntakir	Individual	chantaz@individu.com.my
Effiril Muza	Individual	effiril@individu.com.my

Absent:

Name	Organization	Email
Ali Hasniih Mendura	Groundrel Info	ali.hasniih@groundrel.info
Abu Kasim Qayyam	Marxus	abukasim@marxus.net
Janney Kou	Individu	janney@individu.com.my
Teri Hutchsen	Marxus Security	teri@marxus.net
Kim Natasya Mozarabique	Kaifa Software	kim.natasya@kaifa.com.my

Agenda:

1. Attendance
2. Adoption of previous meeting minute
3. Presentation
4. Matters Arising
5. Discussion
6. Other Matters

No	Description	Action By	Deadline
1.	Attendance		
1.1	Chairman thanks members who are present	Info	
1.2	Janney Kou (Secretary) is unable to attend due to urgent matter. Effiril Muza acts as secretary on her behalf for this meeting.	Info	
1.3	Andorra Hashim informs that he is no longer with AF Development, but with Kaifa Software	Info	
2.	Matters Arising		
2.1	Husni informs that at present, the group has too few members to address all areas of concern. Members are encouraged to invite other capable individuals to contribute to the group.	Info	
2.2	Chantaz informs that teleconferencing can be set up at specific meeting room if there is requirement. This is to facilitate participation in the meeting from those who are not in Kuala Lumpur.	Info	

No	Description	Action By	Deadline
2.3	Chantaz suggests Hakorea software to allow remote participants to view slides and documents displayed in the meeting. More details on the software will be given in the next meeting.	Chantaz	Next Meeting
2.4	As alternative, Chairman suggested that documents and slides can be distributed prior to the meeting.	Info	

Meeting Adjourned: 5:00pm

Next Meeting: 15 January 2009

Prepared By: Effiril Muza

Confirmed By: Mohd Tariq Mansor