

● **COGA** Community Group

Agendas

Logistical information

Key resources

- [Community Group page on](#)
- Community group description: bit.ly/coga-community
- Short link for this document: bit.ly/coga-community-agendas

Chair contact information

- Our chairs are **temporary** until 2 community chairs are established
 - Rain Breaw Michaels: rainb@google.com
 - Lisa Seeman: lisa.seeman@zoho.com

Meeting details

- Meeting link: https://www.w3.org/2017/08/telecon-info_coga-cg
- IRC: <https://irc.w3.org/?channels=coga-community>
- Meeting times (two times in order to support multiple time zones)
 - **AMER/EMEA friendly time:**
1st Thursday of each month, 14:00 pm UTC
 - Pacific (Americas, example: Los Angeles): 6:00 am
 - Eastern (Americas, example: NYC): 9:00 am
 - London, Portugal: 2:00 pm

- Israel: 4:00 pm
- India, Bengaluru: 7:30 pm
- China, Beijing: 10:00 pm
- Australia, Sydney: 1:00 am

○ ~~APAC friendly time:~~

~~3rd Wednesday (Tuesday for AMER) each month, 02:00 am UTC~~

- ~~Pacific (Americas, example: Los Angeles): 6:00 pm Tuesday~~
- ~~Eastern (Americas, example: NYC): 9:00 pm Tuesday~~
- ~~London, Portugal: 2:00 am Wednesday~~
- ~~Israel: 4:00 am Wednesday~~
- ~~India: 7:30 am Wednesday~~
- ~~China: 10:00 am Wednesday~~
- ~~Sydney, Australia: 1:00 pm Wednesday~~

Upcoming meeting agendas

- [Page with the meeting join link](#)
- The link above is password protected. Please see if you can access it ahead of the meeting. If not, please email **[kiki please add an email address you prefer here]** directly so that she can share the zoom link with you privately.

June 2nd, 2022 Agenda

- The next meeting will be Thursday, June 2nd at 14:00 UTC Meeting in Local Times (if you would like another timezone translated into local time, please let Adi or Kiki know)
 - PST: 6:00 AM
 - CST: 8:00 AM
 - EST: 9:00 AM
 - United Kingdom: 2:00 PM

- Berlin: 3:00 PM
- Israel: 4:00 PM
- India: 6:30 PM

Meeting join information: w3.org/2017/08/telecon-info_coga-cg (opens in a new tab)

Check the meeting time in your timezone: worldtimeserver.com/convert_time_in.UTC.aspx

Meeting Agenda

- 1. Welcome ([Meeting notes](#)) (5 minutes)**
 1. Identify scribe in [DATE] meetings notes
- 2. COGA TF requests (15 minutes)**
 1. [Rain] Data collection and user research -

UXR quantitative survey re Content Usable v1
- 3. Discuss pending matters from previous meeting (20 minutes)**
 1. Google Form Updates for collecting examples
- 4. Report updates (20 minutes)**
 1. [Adi, Lee, Szu] Report on live transcription as a cognitive support in synchronous meetings
- 5. Closing questions and next steps (5 minutes)**

Past Agendas

Date **Apr 7, 2022** at 14:00 UTC

- The next meeting will be Thursday, April 7th at 14:00 UTC Meeting in Local Times (if you would like another timezone translated into local time, please let Adi or Kiki know)
 - PST: 6:00 AM
 - CST: 8:00 AM
 - EST: 9:00 AM
 - United Kingdom: 2:00 PM

- Berlin: 3:00 PM
- Israel: 4:00 PM
- India: 6:30 PM

Meeting join information: w3.org/2017/08/telecon-info_coga-cg (opens in a new tab) Check the meeting time in your timezone: worldtimeserver.com/convert_time_in.UTC.aspx

Meeting Agenda

- Welcome ([Meeting notes](#)) (10 minutes)
 - Identify scribe in April 7th meetings notes
 - Speak about scribe/note taking duties
- Rain discussing task force updates (10 minutes)
- Discuss pending matters from previous meeting (25 minutes)
 - Review community feedback form
 - Ownership of collecting feedback
- Report updates (5 minutes)
 - [Adi, Lee, Szu] Report on live transcription as a cognitive support in synchronous meetings
 - [Kiki, Rashmi] Outreach and education
- Closing questions and next steps (5 minutes)

Date **Feb 16, 2022** at 2:00 UTC

1. Set up [Meeting notes](#) and identify scribe
2. **Continue:** COGA TF is working on what constitutes [clear and understandable content](#). Please help us come up with both good and bad examples from your own experiences of sites and interfaces.
3. Asynchronous community group participation and how to make it easier for anyone to be involved.

Date **Mar 3, 2022** at 14:00 UTC

1. Set up [Meeting notes](#) and identify scribe
2. Community group organization
 - Leadership
 - Kiki, Adi, (Jamie once confirmed from work)
 - Group scope and work statement (will report next meeting!)

- Meeting times update – will only be doing the Thursday meetings moving forward (please update your calendars!)
- 3. [Adi and Szu] form to report patterns and issues to help identify community feedback for [Content Usable](#)
- 4. [Adi, Lee, Szu] Report on live transcription as a cognitive support in synchronous meetings
- 5. [Kiki, Rashmi] Outreach and education
- 6. **Continue:** COGA TF is working on what constitutes [clear and understandable content](#). Please help us come up with both good and bad examples from your own experiences of sites and interfaces.
- 7. **Continue:** Asynchronous community group participation and how to make it easier for anyone to be involved.
- 8. Round table topics (see [Dec. 2](#) for previously recommended topics)

Date Jan 19, 2022 at 2:00 UTC

- 4. (Rain) Set up [Meeting notes](#) and identify scribe
- 5. The COGA TF is working on what constitutes [clear and understandable content](#). Please help us come up with both good and bad examples from your own experiences of sites and interfaces.
- 6. Mental health research
- 7. (Adi, Lee, Szu) Project update: live transcription as a cognitive support in synchronous meetings
- 8. (Kiki) Project update: Outreach and education
- 9. Round table topics (see [Dec. 2](#) for previously recommended topics)
- 10. Community group leadership

Date Feb 3, 2022 at 14:00 UTC

9. Set up [Meeting notes](#) and identify scribe
10. Community group organization
 - Plan our scope and a mini-work-statement
 - **Leadership**
 - **Revisit meeting times**
11. Plan to review and provide feedback or create issues on [Content Usable](#) for the next version
12. The COGA TF is working on what constitutes [clear and understandable content](#). Please help us come up with both good and bad examples from your own experiences of sites and interfaces.
13. Project updates:
 - (Adi, Lee, Szu) Report on live transcription as a cognitive support in synchronous meetings
 - (Kiki, Rashmi) Outreach and education
14. Round table topics (see [Dec. 2](#) for previously recommended topics)

Date Dec 22, 2021 at 2:00 UTC

11. (Kiki) Set up [Meeting notes](#) and identify scribe
12. (Adi, Lee, Szu) Project update: live transcription as a cognitive support in synchronous meetings
13. (Kiki) Project update: Outreach and education
14. Round table topics (see [Dec. 2](#) for previously recommended topics)

Date Jan 6, 2022 at 14:00 UTC

15. (Kiki) Set up [Meeting notes](#) and identify scribe
16. [To be determined after Dec 21] Project updates
17. Round table topics (see [Dec. 2](#) for previously recommended topics)

Date Dec 2, 2021

- [Page with the meeting join link](#)
- The link above is password protected. Please see if you can access it ahead of the meeting. If not, please email rainb@google.com directly so that she can share the zoom link with you privately.

Topics:

1. (Rain) [Meeting notes](#) and identify scribe
2. (Adi, Lee, Szu) Project update: Report on how live transcriptions in synchronous meetings benefit participants with cognitive differences and disabilities
3. (Kiki) Project update: Education and outreach
 - How to guide to [promote COGA on your social media](#)
 - How to guide to help [individuals join the COGA](#) community group
4. (Edward, Kiki) Project update: [Report on why visual connections matter in content](#)
5. (Rain) Process for publishing reports:
 - [How to publish a report as a community group](#)
 - [Report requirements and formatting](#)
6. (Lisa, Rain) Project [Better life proposal's](#): creation of small videos of panel discussions on each objective

7. Round table topics (this list represents the order, but we will only do topics when the proposing individual is present and ready, so can go to the next item if needed):

- Jamie Knight: report on current work at BBC
- Santina: stigma, and how to overcome it
- Rashmi: font accessibility
- Noreen: share on her academic work
- Santina: “cog fog” as a very present reality in our COVID-world and how it impacts usability
- Rain (on behalf of W3C): identify specifics that make joining the group and accessing the W3C calendar tool and meetings difficult

8. Closing questions and next steps

Nov 17, 2021

- [Meeting join link](#) (if that doesn't work, [try this link](#))
- Note that these links may need to change, but this should still work for now. Platform to be discussed. Email Rain directly if you cannot get in, and I will be prepared to send you back a direct link.

Topics:

9. (Rain) [Meeting notes](#) and scribe
10. (Rain) Quick overview of [Content Usable](#) now that COGA TF has a deck to help center conversation for all our participants + goals for group overall regarding this content:
 - outreach
 - gathering more user needs
 - what could be added for specific languages and cultures

11. (Kiki) Project update: Education and outreach
 - Talk about putting the community onto our own profiles
12. (Adi, Lee, Szu) Project update: Report on how live transcriptions in synchronous meetings benefit participants with cognitive differences and disabilities
13. Round table from the community members: background, challenges, examples on failure and success experiences
 - Upcoming volunteers: Edward, Noreen, Albert, Rashmi, Jamie (feel free to prepare something even if you aren't in this list!)
 - Future topic (suggested by Rashmi): font accessibility
 - Future topic (suggested by Santina): stigma, and how can we overcome it?
 - Future topic (suggested by Santina): cogfog
14. Closing questions and next steps

Nov 4, 2021

- [Meeting join link](#)
-  **Important:** Double check your time against 13:00 UTC this month! We may have gotten the timezone conversions wrong in our list because EMEA changed its clocks a week ahead of other places.

Topics:

15. (Rain) [Meeting notes](#) and scribe
16. Project 1: Supporting asynchronous participation
 - (Rain) How to use IRC
 - (?) Community initiative, set up Slack?

- Give it a try, Rain to set it up
 - (?) Other best practices to follow, create a guide?
- 17. Project 2: Education, outreach, and review [Content Usable](#)
 - (Kiki) Report re: putting together shareables
- 18. Project 3: How to contribute to the COGA Task Force's mental health literature review
 - (Lisa) [Instructions on how to participate in the Literature Review](#)
 - (Lisa) [Form to submit your notes on a specific paper, study, or piece of literature](#)
- 19. Round table from the community members: background, challenges, examples on failure and success experiences
 - Upcoming volunteers: Noreen, Albert, Edward
- 20. Closing questions, what is next

Oct 7, 2021 @ 9am ET (AMER)

- 21. Welcome, quick ground rules for safety
- 22. [Meeting notes](#) and scribe
- 23. What will be the easiest way for this group to vote on a time for the APAC friendly meeting time?
 - As a group, we'll also use this to document examples of difficult and positive polling or voting experiences
 - **For next meeting: supporting asynchronous participation**
- 24. Project 1: Education, outreach, and review [Content Usable](#)
 - Friendly slide deck that can be used for educational and outreach purposes
 - Outreach in general

- Question: how did you find out about the Community Group itself? (Thinking about this in relation to outreach for Content Usable)
 - Group feedback, how to collect and review
- 25. Project 2: How to contribute to the COGA Task Force's mental health literature review
 - [Instructions on how to participate in the Literature Review](#)
 - [Form to submit your notes on a specific paper, study, or piece of literature](#)
- 26. Round table from the community members: background, challenges, examples on failure and success experiences
 - For Thursday Oct 7, 2021 : Hiral
- 27. Closing questions, what is next

2021 September 23 and Sep 28, 2021

- 28. Welcome, quick ground rules for safety
- 29. [Meeting notes](#) and scribe
- 30. UN Convention on the Rights of Persons with Disabilities
 - [Articles to review](#)
 - Place to add notes:

 COGA Community and Task Force notes on the UN Conventio...
- 31. Round table challenges, examples on failure and success experiences
- 32. Round table to discuss efforts to work on
- 33. Reminder of community group chairs conversation (email Rain for interest)
 - Description of what is involved

34. Closing questions, what is next

2021 September 9 and September 14

35. Welcome, quick ground rules for safety

36. Introductions

37. Open questions and ask about topics of interest

38. Revisit the [community group goals](#)

39. First topic (Group B - didn't have for A) [Convention on the Rights of Persons with Disabilities \(CRPD\) | United Nations Enable](#) (collecting comments until the end of September)

40. Meeting date and time

41. We need community chairs

- What do we expect of our chairs?
- How do we nominate and decide?
- Recruiting
- Meeting cadence

42. Once we have chairs, what will we do first?

43. Closing questions, next steps