



Software Working Group – Agenda
December 16, 2021; 1:00 PM – 2:30 PM EST
Zoom Meeting

1. Introduction

- ❖ Welcome
- ❖ Meeting objectives
- ❖ Discuss issues paper objectives

2. Discuss software-related definitions and scope for guidance

- ❖ Research effort
- ❖ Discuss suggested edits for definitions and guidance scope
- ❖ Consider a working title for new guidance

3. Discuss gaps between current software guidance and guidance needs

- ❖ Discuss differences and similarities of guidance among standard-setters
- ❖ Discuss list of needs for software-related guidance in the federal environment

4. Discuss the pros and cons of rescinding versus amending guidance for updates

- ❖ Consider prior examples
- ❖ Discuss which methods are more effective for stakeholders

5. Next steps

- ❖ Review project schedule
- ❖ Discuss milestones
- ❖ Questions

Attachment 1 – Software Terms & Definitions

Attachment 2 – Software Guidance Scope

Attachment 3 – Software Guidance Comparison Analysis

Attachment 4 – Software Guidance Needs

