

2020-09-18 CNTT/OPNFV Meld Task Forces Kick off Meeting Agenda/Notes

Recording:

Topic: Meld Taskforce Teams Kick off
Date: Sep 18, 2020 05:56 Pacific Time (US and Canada)

Meeting Recording:
https://zoom.us/rec/share/1SqjtvfMYfkVEGyMySU03F_Fdu0dmb90MI34dOISWIV0MiARvKEMxFXxM1Nvrc6N.7hzKhxoZwIRKb2rX

Materials

- LFN Trust-Team building Self Study.pptx
- Marketing TF Homepage <https://wiki.lfnetworking.org/x/agpoAg>
- Organization/Governance <https://wiki.lfnetworking.org/x/ZgpoAg>
- TSC <https://wiki.lfnetworking.org/x/aApoAg>

Date

18 Sep 2020

Attendees

- [Scot Steele](#)
- [Beth Cohen](#) (Verizon)
- [Rabi Abdel](#) (AWS)
- [Heather Kirksey](#)
- [Tomas Fredberg](#) (Ericsson)
- [Walter Kozlowski](#)(Telstra)
- [Ulrich Kleber](#) (Huawei)
- [Jim Baker](#) (LFN)
- [Heather Kirksey](#) (LFN)
- [Bob Monkman](#) (Intel)
- [Phil Robb](#) (Ericsson)
- [Ahmed El Sawaf](#)
- [William Diego Maza](#) (Orange)
- [Toshiyasu Wakayama](#) (KDDI)
- [Tom Kivlin](#)
- [Zhiqiang Yu](#) (China Mobile)
- [Qiao Fu](#) (China Mobile)
- [Ildiko Vancsa](#)
- [James Gu](#)
- [sunku ranganath](#) (Intel)
- [Lincoln Lavoie](#)
- [Trevor Cooper](#) (Intel)
- [@Yuanrui Zhu](#)
- [Brandon Wick](#)

Goals

- Review/Discuss the Goals of the Meld Project
- Review Oversight Committee Purpose/Scope, Task Force Assignments, and Schedule
- Review Task forces scope statements
- Review tools options
- Review Trust and Team building exercise
- Discuss path forward

Discussion items

Time	Item	Who	Notes
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5 Min	Meld Project Goals and Objectives	Heather Kirksey	<ul style="list-style-type: none"> • A Merger/Re-imagining of equal partners to create a combined organization that: <ul style="list-style-type: none"> • Enables Operators and Suppliers have a voice in the common Cloud platform design • Ensures alignment between Architecture/requirements work and Engineering work • Creates a sustainable resource model for organization's work • Facilitates Broad influence with other industry groups • Enables broad adoption and deployment <p>(Taken from the FMO Decision Principles presented to the GB)</p>
10 Min	Oversight Committee Introduction, Purpose and Scope	Scot Steele	<ul style="list-style-type: none"> • OC Overview • Purpose: <ul style="list-style-type: none"> • Assist Task Force Teams to reach a conclusion to the project • Ensure Task Forces focus on the goals of the project • Scope <ul style="list-style-type: none"> • To provide guidance Support, and mentoring to the Task force Teams • The OC mentors are to remain agnostic to the decisions made by the task forces • OC Members and Assigned TaskForces <ul style="list-style-type: none"> • Organization/Governance – Scot Steele, Beth Cohen, Heather KirkseyPhil Robb William Diego Maza Jonne Soininen • Technical/Debt/TSC - Operational aspects – Walter Kozlowski, Al MortonQiao Fu • Marketing - Bob Monkman Beth Cohen Jonne Soininen William Diego Maza
10 Min	Task Force Scope Statements	Jim Baker Heather Kirksey	<p>The Marketing Task Force</p> <p>Scope: Branding, Communications, and website development. Includes Mission Statement, value proposition, and pitch decks.</p> <p>Organization and Governance Task Force</p> <p>Scope: Organizational and TSC structure, technical charter, legal team engagement, and operating procedures</p> <p>Technical Debt and TSC Task Force</p> <p>Scope: Operational requirements for the merger including converged workspace, release processes, OVP engagement plan, 2021 planning</p>
5 Min	<ul style="list-style-type: none"> • Wiki Overview • Git Hub repository for collaboration 	Jim Baker Scot Steele	<ul style="list-style-type: none"> • Jim/Scot to do short overview on the tools available for collaboration • Task Forces are enabled to use which tool they prefer
10 Min	Task List Action items for this week	Heather Kirksey Scot Steele	<ul style="list-style-type: none"> • Define task force leaders • Task Force Mentors to facilitate task force start up Week of 21 Sep 2020 • Call for organizational Structure proposals
10 Min	Trust & Team building Exercise	Scot Steele	<ul style="list-style-type: none"> • Why we are doing this? • Home work review • Forum Session 25 Sep 2020 Time to be determined
5 Min	Questions	All	

Minutes

Goals and Objectives Review by [Heather Kirksey](#). See the bullets in the Agenda

OC discussion:

- OC is a resource to the Task forces, provide support, mentoring of Task Forces, not to make the decisions. OC members of a task-force should be agnostic.
- It is important to understand that all opinions matter, and while they may not be adopted, they will be considered.
- OC mentors are assigned to specific task-forces, see agenda for assignments.

Task Forces Discussion:

- Review of the task force Scope
- Sign up on the Task force Home Pages
- Will operate independently, expect they will inter-communicate with each other

- No constraints on meetings and collaboration methods
- Goals and Time lines will be provided and task-forces are asked to meet those.
- Need POC and Lead from each Taskforce - The lead/POC should not be the OC member, Marketing is an exception.

Tools:

- Review of Wiki:
 - Temporary space, not a permanent repository
 - Dashboard for Single pane of glass - tasks form each Task force
 - Home Pages for Task-forces
 - Sign up there to work on a task force
 - Place to keep your Task-force action items and other collaborative notes.
 - GitHub Chapter 6 in CNTT Gov not currently in use - Re-purposing for Meld
 - Please send recommendations to Scot for structure

Action Items:

- Task force POC/Lead - please volunteer
- First Meeting of task forces week of 21 Sept - OC mentors please get those meetings started.
- Call for Org Structure - please comment on or upload to the Organization/Gov Home Page

T&T building

- Task force members will be asked to participate
- Home Work Review
- Forum style Discussion
- Participation is strongly encouraged
- Please complete the home work and bring it to the forum
 - Forum to occur 25 Sept (time to be determined)
- Please Let Heather, Jim, Scot know if you want to be a POC/Lead for the Task forces
- [Scot Steele](#) will send mail to CNTT governance and ONPFV tech lists asking for people to join the Gov/Org Task-force

[Walter Kozlowski](#) Expressed concern about the balance between CNTT and OPFNV participants

Action items

- Meeting Minutes for today [Scot Steele](#)
- Solicit Members for Gov.Org TF [Scot Steele](#) **18 Sep 2020**
- Task Force Meetings Kick off **24 Sep 2020**
- Review Balance of CNTT to OPNFV in task forces - OC **21 Sep 2020**
- Start Homework for T&T Building 21 Sep 2020
- Collect and consolidate the Documents in common location, and setup collaboration zones, is the CNTT Gov Chpt 6 (which is not used right now) - [Scot Steele](#) **23 Sep 2020**
- Org Structure Straw man proposals (**25 Sep 2020**)
- OPNFV & CNTT Charter reviews - Need to get org and tech groups to use their language to define the charter, so Legal can do redline - **NEED TO BE COMPLETED MID OCT**