

# 20191126 [CNTT - RLM] - Agenda & Meeting Minutes

## Materials

- none

## Attendees

- Jonathan Beltran
- Qiao Fu

## Topics

- Walk-on items
- Review last weeks notes
- Release Management Gap Analysis Approach
  - Planning
    - Why are we doing this?
    - What are our releases for?
    - Does it make sense?
    - What do we want to accomplish?
    - How will the releases be consumed?
  - Current State
  - Future State
  - Gap Analysis Results
  - Transform Approaches
  - Implement

## Notes

- Feedback on meeting topics is being executed via silent meeting over email since we did not have a quorum today. Will post any feedback and next steps at next meeting.
- High-Level Gap Analysis Approach (sent for feedback via email)
  1. Planning
    - Why are we doing this?
    - What are our releases for?
    - What do we want to accomplish?
    - Who will consume the releases up/downstream?
    - How will the releases be consumed up/downstream?
  2. Current State
    - What do we have? What does OPNFV have? What do other stakeholders have?
  3. Future State
    - What do we need?
  4. Gap Analysis
    - What are the gaps between CS and FS?
  5. Transform Approaches
    - Plan to fill the gaps
  6. Implement
    - Execution of the implementation plan