

Dashboard for Meld

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Let's go make this happen!

Oversight Committee

Description	Due date	Assignee
☐ Arpit Joshipura Tom Van Pelt working through GSMA/LFN agreement 13 Oct 2020	13 Oct 2020	Arpit Joshipura
☐ File for appropriate trademarks for new brand name and logo Heather Kirksey		Heather Kirksey

Organization/Governance

Description	Due date	Assignee
☐ Determine TSC structure - codified in the Technical Charter 27 Oct 2020	27 Oct 2020	
☐ Initial Roles and responsibilities of the TSC 31 Dec 2020	31 Dec 2020	
☐ Elected positions within the TSC – Chair, SPC rep, any others? Any other elected committees? Elections complete 31 Dec 2020	31 Dec 2020	
☐ Determine steady-state voting criteria (eligibility requirements) – accommodate creators of both types of work products 29 Jan 2021	29 Jan 2021	
☐ Finalize operational guidelines document - define what requires a TSC vote 12 Feb 2021	12 Feb 2021	
☐ Any GSMA relationship changes (also covered in Legal)?		

Operational/TSC

Description	Due date	Assignee
☐ Build out a common wiki (sooner rather than later) 30 Nov 2020	30 Nov 2020	

☐	Converge OPNFV/CNTT Confluence Space (wiki.opnfv.org and wiki.lfnetworking.org/CNTT respectively) 15 Dec 2020	15 Dec 2020	
☐	Initiate discussions on additional tool merges 25 Dec 2020 Trevor Bramwell	25 Dec 2020	Trevor Bramwell
☐	combine githubs after CNTT Elberus (NO SEQUENCING NEEDED) - Scott Steinbrueck 31 Dec 2020	31 Dec 2020	Scott Steinbrueck
☐	Merge CB/Insights reporting (dependency on repos and tool chain) 11 Jan 2021 Jim Baker	11 Jan 2021	Jim Baker
☐	Lock jira.opnfv.org 15 Jan 2021 - Jim Baker set user permissions OR file support.If ticket	15 Jan 2021	Jim Baker
☐	Lock OPNFV and CNTT wiki Read ONLY 15 Jan 2021	15 Jan 2021	
☐	Create a slack instance for the new project Jim Baker 15 Jan 2021	15 Jan 2021	Jim Baker
☐	Define mailing list - work with TPM to implement 15 Jan 2021	15 Jan 2021	
☐	Ensure copyright message in header files in alignment with any IPR changes (see Legal Section) 15 Jan 2021 Jim Baker	15 Jan 2021	Jim Baker
☐	Archive OPNFV Jira 19 Jan 2021	19 Jan 2021	
☐	https://github.com/cntt-n/CNTT/wiki content? (review for unique material) Scot Steele 21 Jan 2021	21 Jan 2021	Scot Steele
☐	best practices: Code hygiene, NACR code reviews and expectations - daily work methods (move to new TSC for discussion) 21 Jan 2021	21 Jan 2021	
☐	Create issue tracking tool jira.anuket.io 22 Jan 2021	22 Jan 2021	
☐	Create dockerhub for anuket Trevor Bramwell 29 Jan 2021	29 Jan 2021	Trevor Bramwell
☐	Lock/archive then deprecate groups.io for opnfv - retain for 6 mo. Jim Baker 29 Jan 2021	29 Jan 2021	Jim Baker
☐	Refined Active Contributor calculation to ack CNTT github contributions and verify lfanalytics.io reporting (dependency on Org/Gov criteria) 31 Jan 2021	31 Jan 2021	

☐	Build artifacts (artifacts.anuket.io) Trevor Bramwell 05 Feb 2021	05 Feb 2021	Trevor Bramwell
☐	Determine the release plans for 2021 and meld the cloud native requirements between R*2 and Cloud Native OVP /Kubref (move to new TSC) 05 Feb 2021	05 Feb 2021	
☐	ReadTheDocs workflow 05 Feb 2021 coordinate with Gergely Csatari	05 Feb 2021	Gergely Csatari
☐	Release process definition and Release naming conventions 12 Feb 2021 MeldOps David McBride Scot Steele	12 Feb 2021	David McBride
☐	Create guidelines for wiki use - best practices for wiki use Jim Baker		Jim Baker
☐	docs.anuket.io - separate sub-domains: RI, RC, RM.... Reflect the relationship between the RM/RA/RI/RC objects Trevor Bramwell		Trevor Bramwell
☐	Gerrit/Jenkins - review tech-discuss Trevor Bramwell (jenkins rename easy - finding all jobs pointing back to jenkins harder - Trevor Bramwell to investigate)		Trevor Bramwell
☐	Active projects move to new wiki space		
☐	Generate a list of the content to preserve from the existing wikis Scot Steele Jim Baker		Scot Steele
☐	wiki build: Reconcile meetings and schedule management for all concerned parties – create a meeting page in the wiki and zoom bridges Georg Kunz		Georg Kunz
☐	Archive both current spaces, copy select content into new space		
☐	Collapse the multi-space design of OPNFV into a flat-wiki - possibly a few different spaces, but not 1 per project		

Marketing/Creative/PR

Description	Due date	Assignee
☐ Early 2021 Public Launch 27 Jan 2021	27 Jan 2021	
☐ Member Quotes		

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| ☐ | Brandon Wick to draft up initial creative brief | Brandon Wick |
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| ☐ | Brandon Wick to update Marketing Milestones | Brandon Wick |
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| ☐ | All, send any additional conceptual ideas by EOW | |
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| ☐ | Brandon Wick to set up a Marketing Working Group Wiki | Brandon Wick |
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| ☐ | Brandon Wick to send out call notes to MWG | Brandon Wick |
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| ☐ | Brandon Wick to send out call for attributes to the community lists | Brandon Wick |
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| ☐ | Build new website anuket.io | |
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| ☐ | Pitch Deck | |
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| ☐ | Website updates | |
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| ☐ | Press release | |
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| ☐ | Positioning & Messaging | |
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| ☐ | FAQ | |
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| ☐ | Communications Plan – Public Launch | |
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| ☐ | Social Plan | |
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| ☐ | Blogs/webinars | |
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| ☐ | Mini-conference | |
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☐ Revise and Ifnetworking.org webpage accordingly

☐ Press/Analyst outreach and briefings
