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_Fdu0dmb90MI34dOlSWIV0MiARvKEMxFXxM1Nvrc6N.7hzKhxoZwlRKb2rX

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

5 Min	Meld Project Goals and Objectives	Heather Kirksey	• A Merger/Re-imagining of equal partners to create a combined organization that:
			  ○ 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
			
			(Taken from the FMO Decision Principles presented to the GB)

10 Min	Oversight Committee Introduction, Purpose and Scope	Scot Steele	• OC Overview
			• Purpose:
			  ○ Assist Task Force Teams to reach a conclusion to the project
			    ■ Ensure Task Forces focus on the goals of the project
			• Scope
			  ○ 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
			  ○ 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	### The Marketing Task Force Scope: Branding, Communications, and website development. Includes Mission Statement, value proposition, and pitch decks. ### Organization and Governance Task Force Scope: Organizational and TSC structure, technical charter, legal team engagement, and operating procedures ### Technical Debt and TSC Task Force Scope: Operational requirements for the merger including converged workspace, release processes, OVP engagement plan, 2021 planning
5 Min	• Wiki Overview • Git Hub repository for collaboration	Jim Baker Scot Steele	• 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	• 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	• 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**