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_Fdu0dmb90Ml34dOISWIV0MiARvKEMxFXxM1Nvrc6N.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)
 Bobb (Friegger)
- 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	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:
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 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
- 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 ScopeSign 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:
 - o Temporary space, not a permanent repository
 - O 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