2020-09-24 Meeting notes

Recording:

Topic: Gov/Org TF Kick off
Date: Sep 24, 2020 06:57 Pacific Time (US and Canada)

Meeting Recording:
https://zoom.us/rec/share/6FxzbxNjlhXfS-PRy4hTN8Z4vSDIScU9yiwY62LzwTbirIK9k-6hzAPZaZSaLUzj.CS4BLHAcySzv1ZZv

Date

24 Sep 2020

Attendees

- Scot Steele
- Trevor Cooper
- Qiao Fu
- Tom Van Pelt
- Zhiqiang Yu
- Heather Kirksey
- Jim Baker
- Phil Robb
- William Diego Maza
- Ildiko Vancsa
- Scott Steinbrueck

Goals

- Select POC/Lead
- Discuss discuss charter development
- Discuss Organizational Structure options
- Determine coming week actions items and assignments

Context

Legal and organizational requirements are inter-related and yet distinct.

Legal requirements:

- Updated charter
    - Name
    - Scope/Mission Statement
    - "Interim" TSC(?)
    - Our charter calls out to other "non-legal" documents for the remainder of governance/ops
- Updated partnership agreement w/ GSMA
- A single vote by the existing OPNFV TSC to agree to the updated charter

To make ourselves successful

- Roles and responsibilities of TSC members
- Expectations/eligibility requirements of TSC
- Election processes
- Governance at a conceptual and strategic level (e.g., GB, MAC, SPC, TAC touchpoints)
    - Short and long term
    - Who are we existentially?
    - What is our value?
- Workstream and project structure – overall org structure and goals
    - This is likely the most defining and important – but isn't a legal matter
- Other activities that are under the purview of the Operations Task Force (tooling, releases, processes)
- Best practices
- **Operational Guidelines Document Update (https://www.opnfv.org/wp-content/uploads/sites/12/2018/01/OPNFV-TSC-Procedures-Document-12-5-2017.pdf)**
    - We also have procedures defined in a number of wiki pages, including project lifecycle, election procedures, etc. We may want to look at streamlining this documentation during this process.

Discussion items

Time	Item	Who	Notes

	Welcome - Agenda Review	Scot Steele	POC = Point Of Contact
10 Min	Elect a POC/Lead for the Task Force	Scot Steele	• Scot will lead discussion: Nominations will be take and votes will select the POC • Trevor Cooper Scott Steinbrueck Potential Co-leads

20 min	Technical Charter Discussion	Heather Kirksey	• Criteria for charter
			  ○ Charter changes should be minimal - Other documents and decisions are referenced in Charter
			  ○ Interim TSC (time Bounded) to ensure equal voice (7 CNTT, 8 OPNFV)
			    ▪ Would revert to elections process at the end of time bound
			    ▪ Aim is to support existing groups/workstreams
			    ▪ Operations/TSC TF should have input
			    ▪ Some form of election to define membership

15 min	Discuss Possible Org Structures	Scot Steele	White board session to define high level structure. Review of Slide with Functional groups/actions - Additions Made Need to solicit more feed back, Slide to be sent. Slide needs to address OPNFV Projects - Need to determine if there are projects that can be consolidated. We need a proposal to determine if consolidation
10 min	Review task list and determine actions for the coming week	All	N/A

Action items

- [ ] Confirm Trevor/Scott as the Co-leads
- [ ] Discuss Interium TSC with the Ops/TSC TF
- [ ] Heather Kirksey to develop more robust definitions and thoughts on the interim TSC
- [ ] Scot Steele to send Structure Slide to team
- [ ] Task Force should consider proposal on which OPNFV projects continue/Merge/End, as well as a process to make ongoing decisions.
- [ ]