

# 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-PRy4hTN8Z4vSDlScU9yiwY62LzwTbirIK9k-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 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-Documents-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                                    | <a href="#">Scot Steele</a>     | POC = Point Of Contact  |
| 10 Min | Elect a POC/Lead for the Task Force                        | <a href="#">Scot Steele</a>     | <ul style="list-style-type: none"> <li>• Scot will lead discussion: Nominations will be take and votes will select the POC</li> <li>• <a href="#">Trevor Cooper</a> <a href="#">Scott Steinbrueck</a> Potential Co-leads</li> </ul>   |
| 20 min | Technical Charter Discussion                               | <a href="#">Heather Kirksey</a> | <ul style="list-style-type: none"> <li>• Criteria for charter <ul style="list-style-type: none"> <li>◦ Charter changes should be minimal - Other documents and decisions are referenced in Charter</li> <li>◦ Interim TSC (time Bounded) to ensure equal voice (7 CNTT, 8 OPNFV) <ul style="list-style-type: none"> <li>▪ Would revert to elections process at the end of time bound</li> <li>▪ Aim is to support existing groups/workstreams</li> <li>▪ Operations/TSC TF should have input</li> <li>▪ Some form of election to define membership</li> </ul> </li> </ul> </li> </ul> |
| 15 min | Discuss Possible Org Structures                            | <a href="#">Scot Steele</a>     | <p>White board session to define high level structure.</p> <p>Review of Slide with Functional groups/actions - Additions Made</p> <p>Need to solicit more feed back, Slide to be sent.</p> <p>Slide needs to address OPNFV Projects - Need to determine if there are projects that can be consolidated.</p> <p>We need a proposal to determine if consolidation</p>   |
| 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.
- ☐