

Software-Defined Vehicle (SDV) Working Group

SDV Working Group Steering Committee Minutes March 21, 2022

Agenda Topics	Moderator	Minutes
Face to Face Meeting 1:00 pm - 4:00 pm	Michael/All	3 Hours
EF Staff from NA joining virtually @ 4:00 pm - 5:30 pm		
Approval of Minutes of March 3, 2022	All	2.5
Operationalization Topics: Working Group Creation Status Introduction - Program Plan and Budget Process Review - Program Plan Example Q&A	Sharon Sharon Paul	55
Chair and Secretarial Roles	All	2.5
Bi-Weekly Meeting Cadence	All	2.5
Agenda Topics for Next Meeting (Deferred)	All	5

Number of Seats 3 / Quorum is 50% of Committee / Passing a simple majority resolution >50%

Attendees

Steering Committee Members:

- **Stephen Walli / Daniel Lueddecke** (Microsoft Corporation)
- **Ansgar Lindwedel / Daniel Krippner** (ETAS GmbH)
- **Gunther Bauer** (ZF Friedrichshafen AG)

Steering Committee Regrets:

- N/A

Eclipse Foundation:

- **Michael Plagge**

Joining at 4 pm CET:

- **Paul Buck**
- **Dennis Leung**
- **Sharon Corbett**

Minutes

This meeting was a hybrid meeting with a face to face component in Munich, Germany in order to provide an opportunity for the steering committee members to get to know each other and begin to strategize on the future of the SDV Working Group.

Eclipse Foundation staff from North America joined at 4 pm CET.

Approval of Minutes of March 3, 2022:

Motion: Approve the Minutes of March 3, 2022

Stephen Walli moved to approve the minutes

Ansgar Lindwedel second the motion

No objections raised

Minutes unanimously approved by the Steering Committee

Operationalization Topics:

Sharon Corbett walked the committee through two presentations regarding the working group creation status and introduction to the Program Plan and Budgeting Process for working groups. Paul Buck then presented an overview of an existing Working Group Program Plan Example.

The Eclipse Foundation will create a dedicated mailing list for SDV membership outreach. However during the discussion the Steering Committee members confirmed outreach generally should always be with the whole community via sdv-wg@eclipse-foundation.org as is always standard required practice for Working Groups. Just in case this leads to an increased complexity of handling inflow and feedback from non-SDV members the more tailored mailing list could be used.

Committee Chair:

The position of Committee Chair remains open. The amount of time related to this role is typically ½ hour a week before a steering committee meeting followed by chairing and moderating the steering committee meeting to ensure the meeting is held in an orderly and efficient manner adhering to the required antitrust compliance and as per the rules outlined in the working group charter. This position is elected amongst the committee members itself by simple majority.

Secretarial Role:

While the secretarial role of the Committee can be filled by the Chair, it is often more efficient and productive if someone else assumes this role for the committee ensuring formal minutes and agendas of the committee meetings are created and disseminated as per the Eclipse Foundation Antitrust Policy. This role can also be filled in a round robin method and/or someone from a member's organization can fill the role. Simple majority vote required.

Elections:

The election is underway to fill the participant representative seats at the Steering and Marketing Committee levels.

The Marketing Committee will then be stood up as well. It's important to note there is no hierarchical relationship between the committees. Each committee is a collegial body in its own right.

Steering Committee Meetings:

The Steering Committee is reviewing a structure/cadence for the creation of participant member meetings to ensure strategy and contributions are open to the broader audience. More information will be forthcoming on this topic.

Meeting Cadence:

It was recommended by the Eclipse Foundation to hold a bi-weekly cadence during the start up of the working group to ensure the 30-60-90 day plans are achieved and then move to a less frequent cadence as may be required.

Next Meeting:

A doodle poll will be created to determine the best day/time of the week for this meeting.

Meeting Adjourned:

The hybrid portion of the meeting adjourned at 5:30 pm CET.