



Eclipse Tangle EE Working Group Steering Committee Minutes

June 19, 2020

Attendees

Attendees Present

Navin Ramachandran, IOTA (Chair)
Christoph Strnadl, Software AG
Philippe Calvez, ENGIE -- +1(accept)
Alex Westerhof, IOTA
Thale Gartland, IOTA
Paul Buck, Eclipse Foundation
Paul White, Eclipse Foundation
Sharon Corbett, Eclipse Foundation
Gael Blondelle, Eclipse Foundation

Attendees Absent

(None)

Minutes

Approved Minutes

Amended minutes of the June 5, 2020 meeting presented for Electronic Vote via Steering Committee Mailing List.

Amended Minutes were approved by Electronic Vote and circulated to main mailing list.

Please review the "In Progress" Minutes as soon as they are posted to the Mailing List in order to achieve expediency and efficient approval at subsequent meetings where possible.

Action Items of Last Meeting

EBSI - Alex and Thale arranged a discussion regarding sharing of information regarding EBSI PCP response materials and timelines on June 9th with Florian. PCP Open Market Consultation answers & submission completed, End Q2 Tender publication on Europa TED, End Q3 Tender submission deadline with Tender Award Contracting end Q4. Next Alignment call Florian and Gael June 18 (yesterday). Alex and Gael can provide updates in the next Agenda topic. Florian Doebler is currently leading the EBSI efforts at the IOTA Foundation.

Project Vision - Alex held a discussion with the project leads on June 6th where they discussed the project lead roles, etc. Alex provided an update of that discussion below indicating there remains challenges and lack of understanding with respect to roles and responsibility as the Working Group dynamics are still very new.

July 3rd Steering Committee Call

Eclipse staff from North America will not attend the Steering Committee meeting on July 3rd due to office shutdown. As a result, the Steering Committee may decide to reschedule the call, cancel the call or proceed without Eclipse Foundation staff.

Resolved via Slack, the Steering Committee has decided to hold the scheduled call to have a quick meeting to align on the Program Plan slide deck

EBSI Update

In the discussions that took place, the anticipated deadline for the tender publication needed to be revised. The tender will not be published before the end of July, and the contracting period will be at the end of Q4. A document has been set up to start collaborating on activities prior to the publication of the EBSI tender. Ready to act as soon as the tender is published.

Providing an update on the EBSI will be an important standing agenda topic at the Steering Committee meetings. This could be accomplished by a sub-committee reporting back to the Steering Committee with updates as well (to be decided).

Developing a Program Plan and Budget

Paul Buck presented an overview of a sample program plan identifying how it is a companion to a marketing plan, budget and associated fee structure. Its a framework that working groups follow to outline the strategic direction of the working group and to anchor objectives and goals.

Working Groups create an annually based program plan, supported by a marketing plan and a detailed budget. A program plan is something the steering committee collaborates on and produces (high level

overview), and will be shared with the Working Group members. Once a program plan is in place, it is possible to revisit it to track the progress regarding the goals. The framework is flexible in terms of the objectives and objectives in this case may change depending on things like EBSI, but having the documentation is a good way to start the discussion. In most working groups, the activities in the program plan are mainly driven by the Steering Committee.

Another possibility is to set up a marketing committee. The marketing committee will have responsibility for developing a marketing plan, and reporting back to the Steering Committee. The marketing committee is established in support of the Working Group and is defined in the charter. An opportunity to involve marketing representatives from other members in the Working Group. A marketing plan is supported by a budget for headcount and program spend and will help determine if existing fees are suitable or if adjusting the existing fee schedule is appropriate. It is essential to engage members and give them a direction, and receive feedback for improvement.

The committee was in agreement the program plan as a framework is a good place to start.

Action: Alex set up a blank document (with the help of f.ex. Sabri), so the Steering Committee can collaborate and work on a draft of the program plan.

Alex has scheduled 1:1 with some of the members on the 24th, 25th and 26th of June, to receive feedback and input from the members.

Establish Roadmap / Marketing

What needs to happen in terms of getting the program plan in place? The roadmap is a guideline for the upcoming months and will be a natural part of the program plan. Before coming up with the marketing plan, it is needed to address the existing members and engage them.

It was discussed to take this opportunity and provide an update to the working group members with respect to vision and status to date (short run) to be in a position to build on that when the time is right to move forward. Christoph agreed to pull a messaging email draft together for communication to the working group generally.

Action: Christoph to draft email, all to review and Christoph to send early next week.

Alex will have a conversation with Cara Harbor to receive some additional pointers in terms of marketing.

Meeting Adjourned.
