

2018-09-25/26 Orchestration Focal Point ConfCall #009 minutes

Date

07 Oct 2018

Attendees

- [Ian Watt](#)
- [Rajiv Garg](#)
- [Anita Patel](#)
- [Maurizio Morabito](#)
- [Fatou Ndiaye](#)
- [Lance THOMPSON](#)

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Goals

Agenda

See below

Links to materials: [ISCO China Conf Brochure](#)



BRS-Documenta...nTemplate.doc

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Meeting Agenda+Minutes

	T I M E	AGENDA ITEM	NOTES	W H O
1	1	Review agenda		R a j i v
2	2	Approve meeting minutes and review action items from last call	Approved	R a j i v
34	5	BRS + RSM templates <ul style="list-style-type: none"> • Feedback on continued use and purpose • Suggestions for improvement 	<p>The use of BRS and RSM has differed across the domains.</p> <p>BRS is tool independent. The intended use of both frameworks is that users complete the BRS first and develop the RSM based on defined specifications.</p> <p>However, in practice there has been a mismatch between data and requirements and each cycle has generated new data libraries.</p>	l a n
5	5	Elevator pitch <ul style="list-style-type: none"> • Review key concepts • Background and relevance of UMM • Suggested contents • List of reference/ background documents to prepare the elevator pitch 	<p>A wiki/ discussion thread will be set up to generate discussion for the elevator pitch as preparation for the forum.</p>	l a n A n i t a
6	5	Baseline of existing deliverables <ul style="list-style-type: none"> • Updates to existing spreadsheet • Discussion regarding a survey with each domain to collect data on: <ul style="list-style-type: none"> ◦ Tools used to deliver each published standard, recommendation, etc. ◦ Request recommendations and suggestions 	<p>A suggestion was made to develop a proposal to review and update the spreadsheet to address the following questions:</p> <ul style="list-style-type: none"> • how was the spreadsheet was created? • Are there any gaps – quality and quantity of data? • Where are the EAP files? 	l a n
7	1	Planned forum activities <ul style="list-style-type: none"> • Develop the 2019-2020 Programme of Work across all domains 	Forum opening slides are due Oct 10.	l a n
8	1	October 2018 forum invitation <ul style="list-style-type: none"> • Deadline extended to request for invitation letter for your visa application • Hotel room reservations are available 		R a j i v



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9	1	<p>Conference call schedule</p> <ul style="list-style-type: none">• Suggested conference call during the forum, see below• 2 week schedule will resume after the forum• Regular meeting cadence– 28 Aug 1pm LA+10pm Geneva+ 29 Aug 6am Melbourne	<p>Calls will resume after the October forum</p>	Rajiv
	2	<p>Wrap up</p> <ul style="list-style-type: none">• Recap action items• Next conference call for those unable to attend the forum - Tuesday Oct 16 AM and/or Thursday Oct 18 PM, Hangzhou time, or both	<p>Topics for next call+forum:</p> <ul style="list-style-type: none">• Should we tweak the Canonical Data Model project?• With which tools and methods was the BRS created?• How are artefacts and produced and tools used in the BRS+RSM frameworks?	Anita

Action items

- ☐ All team members to review BRS+RSM templates in advance of forum (see attached)
- ☐ [Ian Watt](#) to discuss with [Colin Laughlan](#) for promoting ISCO conference - Press Release, Social Media....
- ☐ [Anita Patel](#) to research wiki feature for content sharing and online discussions.
- ☐ [Ian Watt](#) to initiate review of spreadsheet per questions noted #5 above.
- ☐ [Rajiv Garg](#) to submit opening slides+send conference call schedule from November onwards.
- ☐ [Anita Patel](#) to issue agenda for next call.