

1. Meeting Information

Date/Time of the Meeting:	November 04, 2013, 11:00-12:30
Inviting person:	Juanjo Hierro
Minutes takers:	Juanjo Hierro, Miguel Carrillo. All the rest helping
Name of the meeting:	WPLs/WPAs follow-up confcall (Nov 4th, 2013)
Place of the meeting:	Virtual
Phone details (if PhC):	powwownow (PIN: 050662)
Version	1.0

2. Attendees

Please unmark your name in the table below if you have attended the meeting.

Name	Company / WP-Chapter	Morning	Afternoon (N/A)
Pierangelo Garino	Telecom Italia / I2ND	X	X
Stefano De Panfilis	Engineering / WP10-Testbed	X	X
Davide Dalle Carbonare	Engineering / Tools	X	X
Alex Glikson	IBM / Cloud	X	X
Pascal Bisson, Daniel Gidoïn	Thales / Security	X	X
Hans Joachim Einsiedler	Deutsche Telekom / I2ND	X	X
Matthias Baumgart	Deutsche Telekom / I2ND	X	X
Markus Heller, Torsten Leidig, Thorsten Sandfuchs	SAP / Apps	X	X
Thierry Nagellen	Orange / IoT	X	X
Juan Bareño	Atos / Exploitation	X	X

Juanjo Hierro	Telefónica I+D	X	X
Miguel Carrillo	Telefónica I+D	X	X
Manuel Escriche	Telefónica I+D	X	X
Kay Hänsge	Deutsche Telekom / I2ND	X	X
Carlos Ralli	Telefonica I+D / IoT	X	X
Sergio Garcia	Telefónica I+D / Data	X	X
Christof Marti	ZHAW / MiWi	X	X

3. Objective and topics addressed during the meeting

Part I (morning)
Next review This is fixed now: • Rehearsal: 16-17/Dec • Review: 18/Dec The EC conveyed the message that they want to assess the work done on an individual per partner basis (external availability, individual exploitation plans...) to see if the work in some GEIs should be discontinued. This will have to be shared by the WPL/WPAs with the members of the chapters. In principle, we expect same attendees as always. Nothing precludes other partners from attending (as Intel did in the past). Suggestion to the WPL/WPA to inform the partners on the focus on the next review in case any want to attend. We will have to prepare a response to Lutz report and present it in the review. AP: All the chapters to prepare for the review an explanation on what they have done in the catalogue since the receipt of Lutz' report.

FI-WARE Agile practice

2013-11-04 (weekly progress)

Main target last 4 weeks: improve backlog and agile dynamic as much as possible
meetings with WP Leaders in order to produce a snapshot

-> Agile dynamic

Closing the sprint - email, dashboards and reports

Data, Security - good close

Cloud - good evolution - weak close

Apps, I2nD, IoT - weak -> not closed

-> specific support requested on demand

-> Backlog improvement

Slow progress

-> Email to general explaining backlog action line and requesting collaboration to capture items about Catalogue and Luth reports

-> request for input

-> Proposal of backlog items to channel involving deliverables reviews of R2

-> waiting for feedback/agreement

-> email for sprint planning

- to be sent today

-> next actions

-> read Lutz report & propose backlog items to WPLEaders

-> preparing deliverable and report on backlog status + agile dynamic

-> prepare activity reports with backlog items addressing the catalogue and Lutz reports?

=====

Relevant background from previous meetings:

Following was the analysis of deliverables rejected that have to do with FI-WARE Agile performance:

- D2.1.3 - FI-WARE Requirements Backlog (not submitted, no re-submission required)
- D2.1.4 - FI-WARE Requirements Backlog (no re-submission required)
- D2.1.5 - FI-WARE Requirements Backlog (no re-submission required)

This is a sign that we have to be more serious with description of the backlog. We insist once more: looking at the backlog of each chapter in its tracker within a given month (matching a Sprint) it would be feasible to understand what every company in that chapter is doing. You should track all kind of activities through WorkItems as well as development activities (development of user-stories or at least refinement of Epics

and Features).

Note that the next (and theoretically last) release of this deliverable is end of this month ! (with an extension of 4 months to the project, it may lead to definition of an additional release of the deliverable, but we should definitively be able to address this in this release)

At the confcall, Manuel reported that a lot of efforts have been done so that the new release of it will be reasonable better but still there is space for enhancement. At least we will be able to show that things have improved.

The deliverable to be submitted will incorporate sections to describe how their comments have been addressed and how the pending “bugs” have been fixed. We will also provide analysis, based on several graphic tools developed by Manuel, about how the backlog has evolved over time to make it visible the effort that we have made.

Alex: it is important to present the analysis that can be derived from the tools in a positive way. Agree.

AP on all WPLs to contribute and cooperate in this effort until the end of the month.

Work should not finish by end of this month but continue until the very end minor release of release 3 ends. We will see whether this will lead to delivery of additional formal submissions of the backlog deliverable to the EC.

- D2.4.2 - FI-WARE Technical Roadmap (no re-submission required)

Still analyzing the comments. However, my view on this is that the reviewers don't criticize the approach but point out several aspects in which there is actually a space of improvement:

- The Technical Roadmap ends referring to the backlog, so that every weakness in the backlog propagates to the roadmap. In particular, there is a lack of detailed description for some features of several GEIs (they are too high-level or vague) including non-functional features (e.g., it is stated that "mass provisioning of users" should be supported, but no target values are provided). There are also some inconsistencies found which has been reported by the reviewers.
- Correlation with demands from UC projects. This proved to be unimplementable with phase 1 projects, but should improve in phase 2 with the implementation of the JIRA projects for each of the FI-WARE GEI. We may require UC projects to provide feedback through JIRA and, if not provided, at least we would have a justification for the lack of traceability with respect to requirements by UC projects (hopefully it won't be the case but UC projects will actually provide their feedback).
- Cross-chapter Epic/Features and cross-GEIs Epic/Features within a chapter should be captured

Next release of this deliverable is in month 33 so we have time to incorporate

evidence about how feedback from UC projects in phase 2 has been taken into account.

Thierry asked about documenting the interaction with UC projects. This is Ok but it is not strictly related to the Technical Roadmap but would be helpful for generating the new releases of the Validation deliverable.

AP on sending a proposal about how to track record of interaction with the UC projects (mailbox suggested for that purpose). We will see afterwards if we would use it and how to use it.

Delivery of FI-WARE Third Release

Message to the whole consortium with guidelines sent on 2/Nov/2013. A preview was sent to the WPL/WPA a week before.

In summary:

- Same rules as in R2
- EDITING ON THE PUBLIC WIKI IS NOT ALLOWED
- R2 rejections stand
- R3 is due on M33 (Jan 2014)
- Deadline for delivery: 15/Dec

Concerns that roadmaps finish in M36 and the final delivery is on M36. Answer: we deliver R3.2 and we can deliver R3.3 then if needed.

AP on WPL/WPA: fill in the list of links on the private wiki for the 3 documents

Third Party innovation enablement in FI-WARE

We all know that this deliverable was not submitted because there was no one willing to lead the task of editing it. This is not acceptable.

I expect proposals on the matter given the fact that this project is a cooperative project.

TID will take up the editing role but will just compile the contributions from the chapters.

AP on all chapters to provide input in terms of changes to the existing version of the document by mid this week to be communicated over the email. After inputs are collected, TID will organize the work to be done.

AP on Miguel to circulate official deliverable that is asked to be reviewed.

State of the art analysis

We have to carefully analyze the review report comments. In theory, there is plenty of time

(next version of this deliverable is planned to be month 36, i.e., end of April 2014) but we should at least start discussion about how we will organize its development.

AP on Juanjo to trigger a thread of discussion over the fiware-wpl and fiware-wpa mailing list as to be able to agree on an approach by the end of this month.

Rejection of deliverables in the Tools chapter

Chapter confcall took place last Wednesday. A letter will be prepared clarifying some points as well as asking for clarifications to the EC as to avoid rejection next time.

Davide will send the letter along today so that Juanjo can submit it to Arian.

Rejection of Security Chapter Open Specifications

Work finalized by NSN and DT on Friday 25, October. Only missing at that time minor changes requested to be performed by UPM. On 31/10 we got confirmation from UPM that the changes requested had been been performed.

Everything should be ready now for submission. AP on Juanjo to carry out final technical review and AP on Miguel regarding instructions on how to re-submit the deliverable officially.

Report on validation process

Working according to schema proposed by SAP.

Juanjo: report on progress?

2013-11-04 (**SAP - Thorsten can join audio call on request**):

1. chapter-level analysis

- **successful** contributions by WPL/WPA of cloud, data, apps - THANKS!

- **Not delivered** contributions by

- **Security**:
https://forge.fi-ware.eu/plugins/mediawiki/wiki/testbed/index.php/Chapter_level_analysis_-_security#Comments_by_WP_leadership
- **IoT**:
https://forge.fi-ware.eu/plugins/mediawiki/wiki/testbed/index.php/Chapter_level_analysis_-_iot#Comments_by_WP_leadership

Thierry and Pascal: will try to provide everything for Tuesday EOB (05/11/2013)

2. fi-ware level analysis: some contributions by stefano - all other **management-level contributions missing**:

https://forge.fi-ware.eu/plugins/mediawiki/wiki/testbed/index.php/FI-WARE_level_analysis

Minimal needed contributions are marked in the wiki.

3. currently the “use-case level” analysis and validation methodology is being updated.

4. **timeline update** - I think (and hope) that the new envisioned submission deadline is already communicated to Arian (Testbed team plans to **submit** by 15th of Nov the latest - with a proper review round before).

All contributions need to finalize mid of this week/8th of november the latest

before 2013-11-04

Miguel: Thorsten has taken care of this and circulated a draft version that still has gaps. Work in progress. There are emails from Thorsten duly updating on the progress (last one last Friday).

AP on WPLs to push for contributions from their chapters as requested by SAP. Inputs to arrive this week.

AP on Juanjo and Stefano to provide input as well. Inputs to arrive this week.

Other elements of the FI-WARE review report

As already commented, the analysis by Lutz Schubert will be taken as input for the month 30 review.

During the last confcall we agreed not to ask for a new review by Lutz. We just need to prepare a reply for the next review about issues identified by Lutz. Some of the items will require an update of software, software documentation or even information available in the Catalogue. We have to document what we have done.

AP on Juanjo to ask Arian whether Lutz Schubert will be present in the month 30 review. Juanjo tends to agree with comment by Thierry: He is not formally a technical reviewer so he has doubts he will be able to present. However, it is worth asking.

FI-WARE at ICT 2013

As per now, there is a session on “Sustainability, take up and adoption of Future Internet results in Horizon 2020” on Nov 7th afternoon. A f2f meeting of the FI-PPP SB is planned for Nov 7th morning.

Ogilvy will be at the event trying to interview some of the keynote speakers and speakers of the different sessions.

AP on chapter leaders to make proposals on people to interview at the event by sending an email to fiware-marketing mailing list.

Community building activities (was Campus Party Europe and next public events targeted to developers)

A lot of information distributed by Ogilvy regarding marketing material was distributed through the fiware-marketing list. Note that all WPLs plus Nuria, Ogilvy representatives, Futura Network representatives and Telefonica are in this list.

After discussion on fiware-campuszero mailing list, the two first “big challenges” have been launched on Thursday October 31st. Announcement already been made through campuszero platform:

<http://www.campus-labs.com/>

Also some posts on twitter.

Further instructions about how to make as much noise as possible will be sent to the partners.

=====

Relevant background from previous meetings:

The Spanish Ministry organized a big national event on FI-WARE focused on Smart Cities:

- it did not only comprise dissemination activities (panels, speeches) but comprised training targeted to SMEs and a hackathon with prizes.
- Took place on October 16-18 in Santander.
- It has been widely disseminated in media and through SME associations and Technology Centers in Spain. It was presented to SMEs and startups as an opportunity to gain knowledge and make hands on FI-WARE towards participation in FI-WARE challenges (to be announced close to the event) and involvement in phase 3 of the FI-PPP.
- Jesus Villasante attended on behalf of the EC.

We believe it would be a rather good idea if events like this are replicated in other countries (mostly Germany, France and Italy). Linked to Smart Cities or not.

Davide reported on conversations that are taking place in Italy towards setting up a similar event.

Training material

Davide: STILL status is very bad. We are very far from where we should be.

Juanjo comments from previous confcall still apply: we need to fix this and I believe that the EC will measure the availability of training material regarding each FI-WARE GEi to give credibility to the actual intend of the FI-WARE GEi owner about supporting external availability.

Juanjo suggests to develop a dashboard to follow-up progress on training. **AP** on Davide to prepare that. It should be done in a way that it can later be incorporated in the FI-PPP cockpit on FI-WARE GEi planned usage and General Information.

GEi owners cannot just copy and past text from slides into “text2Speech” tool, they have to write what they explain around the slide to provide a relevant content. If they want just to push the slides they have to provide a pdf version and upload it.

AP on Juanjo to send WPLs/WPAs a list of GEis currently available on FI-LAB so that we can prioritize which contents to provide first. Not done yet.

AP on Davide to re-send guidelines to fiware@lists.fi-ware.eu. Juanjo: we can reinforce that people whose GEis are available on FI-LAB should provide training material by end of this month.

AP on Manuel to make sure that creation of training material is planned as Work Item in the backlog of each chapter and each GEi.

=====

Relevant background from previous meetings:

Update on 21/Oct - Davide is informed and working on it in collaboration with Ogilvy and the UPM. Note that in the end we need to unify the fi-ware web site, the wiki, FI-LAB and the catalogue. Also, the forthcoming site for the testbed (same design as FI-LAB).

Update on 30/Sept: the new branding has to be incorporated to the portal

We have to start producing good stuff to be made available on the eLearning platform.
<http://edu.fi-ware.eu>

The Cloud portal team as well as the Store/Wirecloud portal team are producing some videos that may help people who create their accounts in FI-LAB to have some quick start guidelines.

The Tools team created/updated manuals in the public wiki; organized a dedicated conf call on 02/08/2013 (only one attendee); sent a reminder for content publication on 06/08/2013; still pushing GE WPLs and owners directly.

Juanjo: we should take this more seriously. It's quite crucial and high priority at this point.

FI-LAB and FI-PPP Testbed.

Juanjo: Is the FI-PPP Testbed already aligned with FI-LAB ? That was the higher priority now. Apparently not. **AP** on Miguel to check status and send email around.

Last update on Oct,21

- Tutorials created and embedded in the portal
- Style improved and unified - still needs further refinement but the main work is completed
- Tracker created on <https://fi-ware.atlassian.net/browse/FP>. TID will start assigning the tickets today once we agree with the UPM on the users to create(basically this is work for the UPM)
- We will create a similar site for the Testbed (<http://testbed.fi-ware.eu>)
- The RFQ for extension of the FI-LAB was launched by Red.es long ago and we are awaiting the end of the formal procedures

===

We have to update the FI-PPP internal testbed so it becomes aligned with what we have in FI-LAB.

Requirements and instructions to be followed for GEi owners to make their GEis available on FI-LAB will be publish next week and rigorous process will be followed accordingly. Note that some requirements have still to be met by some of the GEis that were made available at Campus Party Europe.

(remaining is copy of previous minutes)

An Integration Action Plan was distributed by Stefano within the Testbed WP. **AP** on Stefano to circulate version among WP/chapter leaders. DONE already - Stefano awaiting a clarification from Salvatore Longo (NEC).

(at the time we were revising this minutes, Stefano already circulated them:

https://forge.fi-ware.eu/plugins/mediawiki/wiki/testbed/index.php/Testbed_V2_Integration_Plan)

Status of the deployment of the FI-WARE GEi is captured in the following cockpit:

https://forge.fi-ware.eu/plugins/mediawiki/wiki/testbed/index.php/Testbed_V2_Implementation_Cockpit

Stefano, Miguel and Juanjo to meet this afternoon to discuss the status.

AP: Alex proposes an offline discussion on the possibility of experimenting with new versions of the same GEs on the extra cloud environment we will have in the Campus for emergencies (if we run out of resources)

===

Revision of the Testbed cockpit has taken place. The following agreements have been made:

- The DoW planned date should be updated to be 31/07/13
- We should have three columns about topics for which to measure progress (Global Instance, Recipes, Configured Images). For each of these columns we should have two subcolumns:
 - % of progress
 - actual date for 100% (empty otherwise)
- The “Actual Date” should have the following meaning:
 - Date at which the “Global Instance” progress up to 100% (real availability of the Global Instance)
 - Date at which the recipes for creating “Dedicated Instances” progress up to 100% (real availability of the recipes)
 - Date at which images containing a “Dedicated Instances” progress up to 100% (real availability of the images)
- The note should capture (when applicable):
 - the service end point of the Global Instance
 - the URL from which to download the recipes
 - the name of the configured image in the Cloud image catalogue
- We’ll update the semantics of the % of progress (previously as “dedicated instance” which is now divided into “recipes” and “images”)
- We agree that we will put “N.A.” in all the three columns regarding “Global Instances”, “recipes” and “configured images” and will put a note “downloadable software” for those FI-WARE GEIs that will not be deployed on the FI-WARE OIL Cloud (e.g., IoT gateway related GEIs or Cloud Proxy)
- We will mark as “N.A.” those columns of “Global Instances”, “Recipes” and “configured images” that won’t be covered according to what was declared in the FI-PPP global cockpit on “FI-WARE GEi planned usage and general information”. That way, “N.A.” would be handled differently than “0%”.

Regarding the OIL Cockpit, that cockpit will only be created and maintained by the team who will take care of deploying the FI-WARE OIL. FI-WARE GEi global in

Finally, we agreed to drop the integration tracker in R2.

====

Red.es has started to provide the infrastructure needed for contingency until receiving the final servers. **AP** on Miguel to provide an update on the status either today or tomorrow.

Currently, discussion taking place regarding version of OpenStack to rely on. The TID team is working on an email elaborating on the technical implications derived from porting to Grizzly as to take an elaborated decision.

Alex: two workstreams at the moment: one to setup a DCRM Release 2 (based on OpenStack Grizzly) on the FI-WARE Testbed this week. A second workstream to test whether the rest of GEIs in the Cloud chapter could work on top of OpenStack Grizzly. We'll define a control point on Thursday this week.

Inputs regarding dependencies between GEs have been gathered from the different chapters.

Stefano confirmed that request for information about dependencies/requirements with respect to base software was issued to the different FI-WARE GEIs and then the owners are supposed to have updated the defined cockpit.

=====

Background from previous meetings

The teams in WP10 will have to work hard in order to setup three different FI-WARE Clouds, namely:

- internal developments within FI-WARE (testing of patches, development of new releases)
- the FI-WARE Testbed offered to UC projects
- the FI-WARE OIL, dealing with quotas

Proper security mechanisms have to be put in place (firewalls, etc).

The deliverables that had to do with Integration Plan and Report will have to be planned and submitted.

Red.es has started the public RFQ and they will award it in September. Red.es are aware of the importance of the current work of FI-WARE and the Campus Party. They will provide the infrastructure needed before receiving the new servers - they have spare capacity that they will temporarily allocate to us.

Form describing achievements in the FI-PPP

Juanjo raises that it maybe a good idea to generate an updated version of the form as a way to document progress/status for the month 30 review. **AP** on Juanjo to send an email about this idea so we can discuss this over the email.

=== Relevant background:

The EC has formally asked us to fill a form summarizing achievements of FI-WARE. See mail forwarded on 06/05/13, subject: "Future Internet Public Private Partnership".

A shared version of the form for FI-WARE is available at:

https://docs.google.com/document/d/1f4lBauFu2Tn1Fs6TiWi19_fl-b1-zyRAIUE3z_-Elvg/edit

Regarding Part A, we agreed that we were going to make references to contents of entries in the FI-WARE Catalogue, which indeed should contain complete info answering questions about:

- Description of the Generic Enabler
- What does this Generic Enabler offer in terms of functionality
- What potential use could it have in the development of services and applications

Actually, the standard sections on the catalogue titled “What you get” and “Open Specification Reference” should answer the two first questions, while the standard section titled “Why to get it” should answer the third one.

We should be able to answer the question on “What is the market position in relation to competitive products? What is the competitive advantage?” based on the contents of the State of the Art deliverable that it is supposed to be under way.

AP on all WPLs/WPAs to provide entries associated to FI-WARE GEIs of Release 1 in their chapter.

AP on all WPLs/WPAs to provide input to the different sections and review contents of entries in the catalogue to ensure that they can be used for answer to Part A.

Telefonica committed to prepare draft answers for the rest of the form while WPLs committed to provide their input.

We shall prepare an update of the form once Release 2 is delivered and entries linked to new FI-WARE GEIs are registered in the FI-WARE Catalogue.

We have to be aware that content is likely to be published.

Amendments under way

November 4th: discussion with Startup Weekend under way. Deadline for providing names of partners to participate in activities linked to connection of Smart Cities to FI-LAB.

The summary of topics to be covered in the amendment are the following:

- Incorporation of Startup Weekend
- New governance model
- Activities linked to the concept of FI-WARE Top-gun programmers (this will require to find how they could be funded)
- Addition of new beneficiaries involved in activities linked to connection of smart cities to FI-LAB
- Dropping the MAC (since the new constituency of the Advisory Council somehow covers that)

=== Relevant background:

Once we close the current NEF session devoted to reporting on costs we will open a new amendment (Amendment #6). Topics already considered:

- Inclusion of Startup Weekend as new beneficiaries (was part of original consortium who was selected as a result of Open Call 3).
- Addition of new beneficiaries devoted to connection of Smart Cities to FI-LAB.
- Other ?

Official approval of amendment 4 has been received. Amendment 5 is currently under negotiation covering the points described in relevant background.

An agreement has been reached with SAP regarding the IPR issue. We will replace the conflicting text in section B.3.2.4 which currently reads:

Access Rights to Foreground and Background needed for the execution of the FI PPP projects shall be deemed granted on a Royalty-Free basis. Other than in exceptional circumstances and only for Background specifically identified, no costs shall be charged for granting such Access Rights. The FI-WARE beneficiaries will not charge any such costs to the project.

by the following one:

Access Rights to Foreground and Background included(*) in FI-WARE GE implementations needed for the execution of the FI-PPP projects and users who carry out experiments in the FI-WARE Open Innovation Lab as long as the FI-WARE project lasts, shall be deemed granted on a Royalty-Free basis. Other than in exceptional circumstances and only for Background specifically identified, no costs shall be charged for granting such Access Rights. The FI-WARE beneficiaries will not charge any such costs to the project.

(*) "included" means "everything needed to run the GE implementation in such a way as to make it satisfy the interfaces specified in the GE specification, common standard libraries and underlying operating systems excluded"

We expect to get it finished by end of this week.

We will open a new NEF session regarding amendment 5 immediately afterwards. Topics that will be covered in that amendment:

- adding new beneficiaries from Open Call 2 and 3
- definition of budget associated to remaining funding not allocated in Open Calls 1 and 2 that will be devoted to extensions of the FI-WARE Open Innovation Lab (connections of Smart Cities)

- definition of budget associated to remaining funding not allocated in Open Call 3: this will be devoted to awards in developers' contests and hackatons as established in the text of the 3rd Open Call
- anything that may be required to solve the issue on IPRs to background of FI-WARE GEIs

Inclusion of new governance model is likely to be postponed

6. Reference documentation

- Planned usage of FI-WARE GEIs by UC projects (phase 1 of the FI-PPP):
 - <https://docs.google.com/spreadsheet/ccc?key=0AqGGeaQGro3fdEd6bGhLQWtNai1jeGN5UnJMeEdxZ0E#gid=0>