

1. Meeting Information

Date/Time of the Meeting:	July 31, 12:00pm
Inviting person:	Juanjo Hierro
Minutes takers:	Juanjo Hierro, Axel Fasse, Miguel Carrillo, Carlos Ralli. All the rest helping
Name of the meeting:	Joint WPLs/WPAs follow-up confcall (July 30)
Place of the meeting:	
Phone details (if PhC):	powwownow (PIN: 050662) webex details circulated
Version	

2. Attendees

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

Name	Company / Organization
Pierangelo Garino	Telecom Italia
Matteo Melideo, Stefano De Panfilis, Davide Dalle Carbonare, Paolo Zampognaro	Engineering
Alex Glikson	IBM (will need to leave earlier)
Dénes Bisztray, Lóránt Farkas	NSN
Pascal Bisson	Thales
Hans Joachim Einsiedler	Deutsche Telekom (left at 12:35)
Torsten Leidig, Uwe Riss, Axel Fasse	SAP
Thierry Nagellen	Orange
Juan Bareño	Atos

Carlos Ralli	Telefónica I+D
Miguel Carrillo	Telefónica I+D
Juanjo Hierro	Telefónica I+D
Jose Jimenez	Telefonica I+D (from 13.15)

4. Objective and topics addressed during the meeting

- Analysis of 1st Year Review Report

	Analysis of 1st year Review Report Juanjo: we have to agree on a set of short-term goals to assign maximum priority to: • Delivering of the software releases, guides and unit testing plans by THIS WEEK. If this means there are GEs that won't be delivered, that's fine. Cost reports control measurements will be put in place as agreed. • Deployment of all released GEs by end of this week, maximum MID NEXT WEEK (week of August 6th): ◦ We need to announce tomorrow to the UC projects (through the FI-PPP AB) what is the planning for the testbed ◦ AP - Juanjo and Stefano to meet tomorrow at 15:00 to agree on the message to be deliver. Stefano to prepare a draft before the meeting. • Get the right information in the FI-WARE Catalogue describing how the GEs can start to be used by the UC project. We shouldn't consider that a GE can be published for use by the UC projects until all the required information is available on the FI-WARE Catalogue. Stefano as owner of the Testbed has the right to reject publishing of a GE on the Testbed because information about the GE is considered not complete. A GE will only be made available to the UC projects once the corresponding WPL, the Testbed WPL and the Tools WPL agree. • A full FI-WARE Testbed already including Cloud Hosting capabilities should be ready by mid September (ideally, to be demo during the FI-PPP AB meeting in Israel, September 12-13) - this to be shared with the UC projects in the message to be shared with them tomorrow about availability of the Testbed.
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- Resubmission of the FI-WARE Technical Roadmap should be accomplished also THIS WEEK. This will consist in incorporating references to the now revised Epics and Features in the Backlog. This would be a matter of adding some tables regarding major releases for each Chapter.
- We should define a plan to update the stakeholder field of all Epics/Features to the best of our knowledge (relying on input from Educational Weeks). Once we get the FI-WARE Technical Roadmap ready, we should share it with the UC projects and ask them to review it and add their support on whatever Epic/Feature they believe they will use. We can use the FI-PPP AB for that, but we also need the support of some partners leading some of the UC projects like ATOS, Thales or Orange to push this. THIS HAS TO BE COMPLETED BY END OF AUGUST.
- We should publish a spreadsheet, to be shared through Google docs with the UC projects, that will help us to get a clear picture of who is going to use what GEs. This to be ready by mid of August. This will require that Stefano publish a first version based on the information he already compiled, then share it with the FI-PPP ABs to complete setting a deadline by mid of August (to be reviewed in virtual FI-PPP AB meeting in August).
- The deliverable on "3rd Innovation Enablement in FI-WARE" should be finalized by August 10th at the very latest. Maybe it is not in the critical path, but will help us to gain credibility.
- We should organize a peer-review revision of FI-WARE GE Open Specifications to be carried out during August. This shouldn't be a hard task to do if we organize it properly. And it would put us in good shape to meet the re-submission of those specifications by month 18.
- We should organize a peer-review of the Architecture and Technical Roadmap deliverables during August.
- White paper on encompassing usage of GEs: I agree that the White Paper we promised is critical and therefore we have to make progress on it ... but it is also true that I have reached the limit of my throughput. I thought it was important to focus on delivering the software releases and reaching a certain level of quality regarding some of the material we are now going to deliver. I also felt that we needed WPLs and WPAs concentrated in delivering the GEs and the update of the backlog (crucial for resubmission of the Technical Roadmap) not adding too much distraction (just see how far we have got with the deliverable on 3rd innovation enablement to add one more). I hope that I will be able to launch development of this white paper before I leave on holidays (this Thursday) but this task will require that all WPLs assume part of their responsibility seriously. I will only be able to provide the ToC, include the figures I used in the review and provide some reference example for some chapter (I was thinking on the backend part of the IoT chapter). We committed to develop contents relying on a general example, maybe linked in aspects that are common to any SMART City application. There was an action point on UC projects identified during the Espoo meeting about them creating a paper explaining how they plan to use FI-WARE but this was an action point on them and we cannot count they will deliver. We should try to get the technical paper finished by end of this month.

	• Review of Agile methods to simplify it a bit but start applying it rigorously starting in September. • Make sure that we accompany UC projects during their first take trying to use the FI-WARE Testbed • What can we do about exploitation ? Wasn't there a WG formed after the meeting of Top Executives with the EC ?
	Other actions: Better Dissemination Seville event. We need to bring commercial people there and show some genuine interest. - Telefonica shall try to make it a larger event, with participation of Spanish associations and Celtic people. - We need presence of commercial representatives of your companies Barcelona Event (February) - we need to present something working there We need a better web page and more effective communication - needs further analysis
	Other Actions. towards H2020 but also sustaining PPP There has been a discussion between G13 companies and three groups have been formed with ideas on a) improving dissemination b) improving PPP governance c) Acting to facilitate ICT presence in H2020 A lot depends on high level commitment. - Can we do something to show high level interest in our project? - WAC is now a recognized as a failure. What can we do to improve Fi-WARE image?
	Exploitation plans We need to have more ambitious exploitation plans.

6. Summary of action points (TBR)

Please note some detailed APs are included in the previous section.

IdAP-2	Action point	Responsible
AP-1	Provide a template to fill in Features associated to a GE	Telefónica
AP-2	Start identifying Features associated to a GE(do not wait to have the template!)	WPL/WPA
AP-3	review "stakeholder" field linked to each Feature	
AP-1	We have to officially ask all UC projects to share any documentation they may have regarding their Architecture, and do it ASAP.	Telefónica
AP-2	We have to document and be able to monitor progress of our communication, so using a tracker system is still the right thing to do. However, we have to decide which one (or define a new one). My proposal would be not to use the "FI-WARE Theme/Epic/Feature Requests" but the "FI-WARE General Support" tracker because it will more agile. Use of the tracker would be bidirectional, so that we can open tickets on UC projects.	All WPL/WPA
AP-3	Each FI-WARE chapter should carefully study the Architecture documentation by UC projects (available after Action-1) to find the places where they believe there is an opportunity of using FI-WARE GEs that should be explored, then open the proper tickets on the UC projects to launch the discussion. Note that discussion doesn't need then to be carried out always off-line. Chapters should be ready to setup confcalls, f2f meetings, whatever when necessary.	All WPL/WPA
AP-4	We will re-inforce the role of the dedicated team (in this	Carlos and Axel

	case, Carlos and Axel) that has to push Action-3 first, and then follow-up progress and push communication afterwards. Creation of a dashboard that allows us to monitor progress will be key.	
AP-5	Communication between the UC projects and the FI-WARE chapters may lead to the need to support new features in existing FI-WARE GEs, define new FI-WARE GEs, etc. These case should lead to creation of a ticket in the "FI-WARE Theme/Epic/Feature Requests" backlog but, this time, the description of what is required will be much more concrete and well understood from both sides	All WPL/WPA
AP-6	UC projects to make a quick review of tickets in the "FI-WARE Theme/Epic/Feature Requests" tracker to get rid of those tickets that are rather generic or they have now the feeling they can formulate more precisely.	
AP-7	Raise issue about attendance and commitment by projects attending the Educational Session during the AB. Also about quality of presentations made by presentations.	Juanjo
AP-8	Push for adoption of concrete actions during the FI-PPP AB that will ensure that UC project members have read our stuff before the Educational Sessions: - send a summary of relevant links they should focus to review they can distribute - push for creating a mailing list or some tool to communicate publishing of any valuable stuff that we believe they should read	Juanjo
AP-9	Launch an activity to create white-papers describing how FI-WARE can be used in several scenarios (e.g., FI-WARE in Smart Cities). Juanjo to launch discussion off-line about where to place contents and how to structure them.	Juanjo
AP-10	Contribute to complete the standardization deliverable for M15, end of this month, reacting to what NEC, task leader, in the mail of 5th July, ask from you: - Identify a responsible partner per WP - Provide the inputs required in the wiki - Review content and format requirements	All WPL/WPA

7. Reference documentation

- FI-WARE DoW:
 - <https://forge.fi-ware.eu/docman/view.php/7/681/FI-WARE+DoW+vfinal+reviewed+11-11-21.docx>
- Info on Architects's Week
 - http://forge.fi-ware.eu/plugins/mediawiki/wiki/fiware/index.php/Collaboration_activities#FI-PPP_Software_Architects_Week
- Architects's Week agenda
 - <https://docs.google.com/spreadsheet/ccc?key=0ArcymbqnpOfkdGJqeEFIbINEUkdxdki2NW1sM0FWUUE#gid=0>