1. Meeting Information

Date/Time of the Meeting:	**January 12, 2015, 14:30-16:00**
Inviting person:	Juanjo Hierro
Minutes takers:	**Juanjo Hierro, Manuel Escriche, Miguel Carrillo. All the rest helping**
Purpose of the meeting:	**Chapter/WGs FI-WARE meeting**
Venue:	**powwownow**
Phone details (if PhC):	http://www.powwownow.co.uk/sfpdf/en/Powwownow-Dial-in-Numbers.pdf - NIP = 050662

2. Attendees

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

Name	Partner	Attended?
Gianmario Bollano	Telecom Italia	X
Pierangelo Garino	Telecom Italia	X
Maurizio Cecchi	Telecom Italia	X
Stefano De Panfilis	Engineering	X
Davide Dalle Carbonare	Engineering	X
Alex Glikson	IBM	X
Pascal Bisson	Thales	X

Javier Soriano	UPM	X
Thierry Nagellen	Orange	X
Juan Bareño	Atos	X
Juanjo Hierro	Telefónica I+D	X
Miguel Carrillo	Telefónica I+D	X
Manuel Escriche	Telefónica I+D	X
Carlos Ralli	Telefonica I+D	X
Sergio Garcia	Telefónica I+D	X
Santiago Martinez	Telefonica I+D	X
Christof Marti	ZHAW	X
Thomas Michael Bohnert	ZHAW	X
Nuria de Lama	Atos	X
Philipp Slusallek	DFKI	X
Federico M. Facca	CREATE-NET	X
Alessandro Martellone	CREATE-NET	X
Eliot Salant	IBM	X
Monica Franceschini	Engineering	X
Joel Riga	Orange	X
Pablo Honrubia	OgilvyOne	X

ilknur Chulani	ATOS	X

(Philipp & Thomas send their apologies: they are sick and cannot attend)

(Therry sends his apologies: meeting with the Iot cluster - request from the EC)

3. Agenda

- Status of bundles
- Deliverable status
- FIWARE Catalogue and Academy
- Progress of deployment of GEris on FIWARE Lab
- Agile dynamics & Backlog Management
- Deliverables from old projects
- CA signature
- Review of APs from previous meetings

4. Minutes of meeting

Status of bundles

This is for Philipp (not present)

Wiki

- Apps and Data OK
- WebUI:
    - 3D-UI-XML3D Geo Visualization :
        - Intro + manual finished
        - Trivial work pending (after more than a month it is as it was):
            - http://wiki.fi-ware.org/3D-UI-XML3D_Geo_Visualization(bundle)_-_Installation_Guide
            - Nth reminder sent today, this time directly to the person who seems to edit this page
    - 3DUI WebTundra Client with Synchronization Server
        - Intro weak
        - Manual missing - no work for a month
            - From a month ago "Philipp is hopeful to have this + deployment on FIWARE Lab by the end of the week but it ultimately depends on the GE owner (Cyberlightning)"
            - Update: this has repeatedly failed to happen

Catalogue (http://catalogue.fi-ware.org/bundles):

- Apps & Data: ok
- MiWi: not ready

  Philipp already has an AP to get this published from months ago

FIWARE Lab - Bundles

- Data Context Stream - Blueprint : Available
- Wirecloud Monetization - Blueprint: Available
- Business Framework Consumption: Blueprint Available
- WebTundra 3D Virtual Worlds - Missing (same as last year) - no visible progress (impeded?) (what jira issues?)
- XML3DGeoPoiVisualizacion - - Missing (same as last year) - no visible progress (impeded?) (what jira issues?) - the GE owners is at least active. We learn this talking to the GE owner directly.

Deliverable status

Future and delayed deliverables

Document code	Deadline	Status
D.1.1.1 Technical Whitepaper	Nov/14	Google docs with current take of Whitepaper available at: https://docs.google.com/document/d/15bh83haJcH7uRedcqEO_J7Ub89MYQRxjmGWTKZTeEUc/edit?usp=sharing In addition to uploading contents on the website, we have to cope with producing and sending the formal deliverable with the official template. Initially expected to be ready for Dec,11, then we wanted to have it before Christmas. Status? Juanjo in the middle of a peer review. Juanjo sets a deadline for the end of this week (ready for submission)
D.1<y>.7.1 Technical Roadmap	Nov/14	Apps, Cloud, Data y Security delivered in 2014 (will receive positive karma) IoT & WebUI will receive negative karma

		I2ND encountered problems with a GE. Pier will try to deliver adding a note explaining the concrete situation of a GE that is still not 100% defined.

Some discussion took place around the "Trustworthy factory" and the apparent low number of GE features + inconsistencies detected with the name which has changed (T&Tw GE -> Trustworthy Factory). Apparently the baseline assets coming from another project need to be documented but this raised questions that need to be answered . <mark>AP</mark> on Pascal: send an e-mail to the chapter leaders with this and we will deal with it offline. Decided also at last sprint planning review with Manuel: to report exactly on this to raise impediment faced on a number of actions (issues). |
| D.41.1 Project Management Handbook | Dec/14 | Under edition. 50% complete approximately. |
| D.42.1.1 FI-WARE on-line channels and promotional materials | Nov/14 | Late. Awaiting for Ogilvy.
They commit to send a draft for Jan, 14
Estimate of delivery to the EC: Jan, 16 |
| D11.4.1 FI-WARE global-level Backlog D.11.5.1 Live Demos D.1<y>.1.1 Contribution to FIWARE Reference Architecture (y = [2-8]) D.1<y>.6.1 Product Backlog (y = [2-8]) D.31.5.1 Product Backlog D.32.3.1 Academia relationships report D.41.2.1 Project Periodic Report D.41.4 Open Call Planning D.42.1.2 FI-WARE on-line channels and promotional material D.42.2.1 Report on Communication, Collaboration and Dissemination activities | Feb/15 | We need to start the work on all these and decide on guidelines very quickly.

Notes:
D11.5.1: we deliver sw or just design? The 1st issue is marked as "R" in the DoW and the others are "P". So design is fine. Maybe some early and more elementary prototypes/demos will be useful for reviews, etc. |

Delivery timeline:

- https://docs.google.com/spreadsheets/d/1IK04LaNI5fGgyEZHs2scAMF3QoEQK-lPVqIm aXRBKJQ/edit#gid=1365682279

Deliveables sent to the EC:

- https://docs.google.com/spreadsheets/d/1PFCJqxq8qP6dzF5qpdec-zQ_3iH29_uQkQibs mCxOeM

FIWARE Catalogue & Academy

Catalogue

On Dec, 15 Davide was waiting for ogilvy's updated mockup. UPM was ready to implement it in the test environment. The plan was to have the homepage updated by Dec, 19..

We cannot see any changes in the catalogue. Why?

The UPM has taken a mockup by Ogilvy. The plan to have it at the end of the month on the test environment. Then we would have it ready for validation.

AP: Davide to contact Bitergia to add the Catalogue to the monitoring tools

Academy

http://edu.fi-ware.org/ and http://edu.fiware.org/ work now.

update on the status of the migration?

Migration completed. Davide closing the issue for monitoring and backing up the system.

Progress of deployment of GEris on FIWARE Lab

FIWARE Lab

- **INPUT** from https://docs.google.com/spreadsheets/d/1nl02hcZ79WC5i_sYbL1jV_aLyF1swcES0P4V QgP-csE/edit#gid=0
  - Updated report shared
    - Apps : OK
    - Cloud: Infrastructure GEIs - no visibility - no way to check progress
    - IoT: Clarified during sprint planning
      - IoT Broker - missing product and blueprint
      - IoT Discover - missing product, image and blueprint
      - EspR4FastData - missing image
      - EPCGE - missing recipes, product, image and blueprint
      - Manuel complains that Thierry does not notice him and the agile dynamics are impossible to implement. AP: Negative Karma. Send Thierry an email on the matter

- Data
  - CEP packages disappeared from Forge?
  - CKAN - Deadline 4Q2014? - **End of January**
    - missing recipes, product, image and blueprint
- I2ND - clarified 1 kiara, declared as component (no deployment in filab)
- Security
  - Idm - keyrock - 1Q2015
  - Access Control - 1Q2015
  - Access Control has been split - updated in report needed
  - Privacy - proposed for 1Q2015 - Stefan Neuhaus
- WebUI - target 4Q2014
  - Synch: missing image and blueprint - > **missing image**
  - GISDataProvider: missing image and blueprint -> **missing image**
  - 2D-3D-Capture: missing image and blueprint -> **misssing image**
  - RealVirtualInteraction: missing image and blueprint -> **missing image**
- Bundles
  - Data Context Stream - Blueprint : Available
  - Wirecloud Monetization - Blueprint: Available
  - Business Framework Consumption: Blueprint Available
  - WebTundra 3D Virtual Worlds - Missing
  - XML3DGeoPoiVisualizacion - New - Missing
  - 3DMapTiles - what is it? - bundle? - disappeared

Agile dynamics and backlog management

Sprint 4.1.2 - Closing - **IOT action pending yet!!!**

Sprint 4.1.3 - Closing - Launched:

root issue : COR-113 :http://jira.fi-ware.org/browse/COR-163

Issues:

CLD, DATA, IOT, OPS - Open yet!! (not even in progress)

Retrospective :

Missing: CLD, DATA, IOT, WEB

Release 4.2 - Sprint 4.2.1 - Planning meetings

root issue: http://jira.fi-ware.org/browse/COR-174

WebUI - Wednesday - 7 - 9:00 - 10:00 - Held

I2ND - Thursday - 8 - 11:00 - 12:00 - Held

Ops - Thursday - 8 - 15:30 to 16:30 - Held

IoT - Thursday - 8 - 16:00 - 17:00 - No feedback - No idea? - Create Risk on IoT leadership (Manuel)

Tools - CAT + ACA - 9 - Friday - 9:30 - 10:30 - Held

Apps - Friday - 9 - 11:00 -12:00 - Held

Sec - Friday - 9 - 14:00 - 15:00 - Held

Data - Tuesday - 13 - 11:00 - 12:30 - Confirmed

Cloud - Wednesday 14 - 15:00 - 16:00 - Confirmed

Risk Management:

Data: StraussComplexEventProcessing - http://jira.fi-ware.org/browse/COR-156

- **Did meeting happened? No visible progress**

I2ND: Unknown GEIs in Robotics: http://jira.fi-ware.org/browse/COR-159

- Robotics has backlog for the current sprint **but no roadmap yet!**
- MIND-82
- FIWARE.Feature.I2ND.ROBOTICS.RCMRoboticsData.Discovery

  Fixed - Risk is over.

Security:

CyberSecurity.NoProgress: http://jira.fi-ware.org/browse/COR-157

=> Comments from Manuel

- Backlog for the current sprint available, and roadmap available.
- **Current Backlog mises refinement of features to stories**
- Risk is considered over

Trust and Trustworthiness.NoProgress: http://jira.fi-ware.org/browse/COR-158

Trust and Trustworthiness has been renamed Trustworthy Factory - please All stuick to that new name to avoid confusion !

=> Comments from Manuel

- **Poor backlog and roadmap.**
- Vision and architecture are claimed to be impeded since 12/Jan
    - SEC-207 and SEC-201

Help-Desk: Not evolving issues: http://jira.fi-ware.org/browse/COR-160

- Promise for evolving issues not met. **Nuria has 67 issues allocated. No evolution visible since 2.Oct.2014**

FILAB: Bad User Experience: http://jira.fi-ware.org/browse/COR-173

- Reported bad user experience from external and internal users:
- What actions are undergoing? Is there any meeting scheduled? Any action line?
- **Stefano to check and give feedback**

Ongoing proposals -

1. Proposal from Alex - to modify issues' description

   Current Structure:

   - Goal
   - Description
   - Rationale

   Proposed Structure:

   - Description

   Comment from Juanjo: Rationale was requested by EC

2. Question from Philipp - on how to include Use cases' in JIRA
   - Do we create JIRA users for GE Owners from Use Cases?
3. Proposal from Eliot/Alex for Bugs:
   - Descriptive title for the bug
   - Steps to reproduce the bug/ test
   - Expected result
   - Result that occurred - Include as much information as possible, such as log files, error message, screen shots etc
   - Severity - this is equivalent to the "priority" field that currently exists in Jira
   - Environment details (test environment, build number, OS, etc)

   -> comments:

   - It can be proposed to friendly testers but not to external unknown users
   - a: OK
   - b: link to test description
   - c: link to test description
   - d: show the mismatching - objection to do work not focused - the GE owner should search for information
   - e: severity - OK, but it may be difficult for testers to assess for
   - f: OK

Activity in WG - Status:

NO significant Activity reflected in their corresponding trackers.

Am I missing anything?????

Coaching - Stefano - http://jira.fi-ware.org/browse/COAC

- It has no structure
- It doesn't reflect any activity

Collaboration - Nuria - http://jira.fi-ware.org/browse/WC

- It has no structure
- It doesn't reflect any activity
- ilknur (Update from Nuria): it is in progress and Nuria hopes she will have everything updated this week

Dissemination - Juanjo - http://jira.fi-ware.org/browse/WD

- It has structure - reported by Javier de Vicente - Stanislao -
- Missing leaderships for components:
  - Bootcamps - who?
  - Campus Party - Javier de Vicente
  - Challenges - who?
  - Workshops - who?
- It shows little activity

Exploitation - Juan Bareño - http://jira.fi-ware.org/browse/EXPL

- It has structure
- It has leaderships assigned
- It doesn't reflect activity- they are concentrating efforts on a whole wave of deliverables

PressOffice - Pablo - http://jira.fi-ware.org/browse/PRES

- It has structure
- Structure misses leader:
  - Campus Party - who?
  - Community Management - who?
  - Global Events - who?
  - Other Events - who?
  - Off-line Material - who?
  - On-line Material - who?
  - Paid Media - who?
  - Press Relations - who?
  - Web Management - who?
- It reflects activity

Sustainability - Joel - http://jira.fi-ware.org/browse/SUS

- It has structure
- Structure misses leaderships
  - Bylaws - who?
  - Charter - Joel
  - Comparative analysis - who?
  - Financial model - who?

- - - Governance Structure - who?
      - Processes - who?
      - Support Model - who?
      - Trust Label - Franck Le Gall
  - It doesn't reflect activity
  - Miguel expresses his concerns that there is no apparent activity in the workgroup. Joel tells us about the internal problems that caused this and pledges a change.

Deliverables from old project

WP2(Global tech. activities)

3rd party innovation will be ported to google docs.It is so old that needs a new iteration.

General part to be reviewed by leaders

Tables to be replaced by captures of the online sheet on:

- https://docs.google.com/spreadsheet/ccc?key=0AqGGeaQGro3fdG83Y0dQVEFKSHFYWmtXdlpEdnVpaXc&usp=sharing

WP10 (experimentation)

Worrying situation. All pending. No feedback.

WP11 (exploitation)

About to start delivery - they will cascade documents in the coming days

WP12 (dissemination)

Draft docs from UP and CoS - rejected internally, awaiting a new review from them

D.12.2.x (Report on Communication and Dissemination activities) & D.12.3.x (Report on Collaboration activities) to be activated soon

CA signature

IBM expresses that the lack of a signed CA may hinder their contribution. They may be unable to deliver.

Juanjo: Orange is the one blocking finalization of the CA

AP: add item on coordination JIRA for resuming the discussion on the CA (assigned to the coordinator)

Review of APs from previous meetings

<mark>AP</mark> Miguel to review and apply karma on it.

5. Action Points

Check out http://jira.fiware.org and choose the "_Coordination" component in each one of the per chapter projects (plus the coordination project).