

1. Meeting Information

Date/Time of the Meeting:	July 2, 11:00am
Inviting person:	Juanjo Hierro
Minutes takers:	Juanjo Hierro, Axel Fasse, Miguel Carrillo, CarlosRalli. All the rest helping
Name of the meeting:	Joint WPLs/WPAs follow-up confcall (July 2)
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
Lorant Farkas	NSN
Pascal Bisson	Thales
Hans Joachim Einsiedler, Roman Szczepanski	Deutsche Telekom (Hans have to leave at 11:27)
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

4. Objective and topics addressed during the meeting

Review overall status

AP: Telefónica will review overall status of deliveries for M12 in each chapter and will report on it to each WPL.

	Documentation of Features linked to FI-WARE GEs This was a task force already in place, that was identified as pre-requisite for development of the Unit Testing Plans but would help us to address the major comments regarding FI-WARE Technical Roadmap. Actually, we will provide the details of what each GE will bring in any release by means of listing the Features of the GE. The first step implies documenting all Features of every GEs, including those Features already supported in baseline assets. The list of Features should be ready by end of June. During first half of July, we should: • review Technical Roadmap so that features supported by GEs is described for each of the releases. AP - Telefonica to provide template on how to do this (but this not being an excuse for working in defining the Features) ◦ SAP and Miguel to supervise this • review “stakeholder” field linked to each Feature. We should document whether a Feature is required by any of the FI-WARE partners, some UC project (for this, we should review the “Theme/Epic/Feature requests” tracker) or both. This will allow to solve the issue about traceability raised by reviewers.
	Unit testing plan & report. More detailed description of approach has been distributed. A template of example has also been delivered. Check:

	https://forge.fi-ware.eu/plugins/mediawiki/wiki/fi-ware-private/index.php/FiwareDeliverableD2.3-8.5 Miguel sent an email asking for a report on status of work not only on the description of Features and development of Unit Testing Plan programs/tools, but also the rest of deliverables linked to FI-WARE GE software and accompanying documentation. Concerns in relation with the dissemination level of this deliverable were raised: (PP/PU). Juanjo clarified that the deliverable is about “Unit Testing Plan and Report”. The report (results) is what was considered “PP” and that was why the whole deliverable was marked as PP. The “Unit Testing Plan” itself is PU and what we will make PP is the report. The two together is what is going to be officially released as D.x.5 to the EC and will PP. AP on Juanjo/Miguel/Axel: discussion on where to place drafts of the Unit Testing Plans in order to monitor progress.
	Rest of documentation linked to software (Admin and Developers’/Users’ guides) Bear in mind that ToC for these documents is pretty open. Only a number of mandatory sections were defined for the Admin Guides. Discussion about PU or PP nature of the Installation and Admin Guides. Juanjo clarified that the PU/PP nature of a Software Release must be consistent with the PU/PP nature of Installation and Admin Guides. That is, if a software is PP, then the Installation and Admin Guides are PP. If a software is PU, then the Installation and Admin Guides are PU. Several Chapter leaders state that the collaborative spaces already assigned to each chapter should remain private (only accessible to members of that FI-WARE chapter). Regarding GEs labeled as PU, the install and admin guides should be available on the public Wiki, in a section right after the Unit Testing Plan. Regarding ALL GEs, no matter if PU or PP, the developers’ and users’ guides are PU and therefore should go on the public wiki in a section right after the Unit Testing Plan. Chapter leaders should inform their teams that the place where the software plus the installation and admin guides, regarding GE that are marked as PP will change so they should stop doing any action before further instructions by Telefonica. AP - Telefonica to setup a space where software labeled as PP and its corresponding

	install and admin documentation will be accessible only to members of the FI-PPP. Afterwards, instructions will be provided (answer to Pascal's request will be addressed in these instructions) AP - Telefonica to write down guideline as part of the Project Handbook describing where to put these deliverables on the public Wiki (note that we are here talking about the guideline, not the software/admin-docs)
	How to deliver the software itself It is not a critical aspect with respect to installation of the software of the Testbed because each GE owners are responsible of installing the software on the Testbed. However, we should agree on how the software will be delivered a) to the EC and b) to some UC projects we would like to allow installing the software locally (e.g. Cloud proxy software) Check what has been decided in the previous point.
	Look & feel styleguide for web pages and portals The UPM has produced a first set of guidelines for FI-WARE webs and portals: https://forge.fi-ware.eu/docman/view.php/27/1125/Look%26Feel.zip Teams to try adapting to this as much as possible for the Testbed by end of July. FI-WARE Webs and Portals should definitively align by the upgrade of the FI-WARE Testbed planned by end of September. AP on WPLs to start sharing this with their teams for consideration. Again, no strong requirement to follow the guidelines for the FI-WARE Testbed available by end of July but for the upgrade of it by end of September. AP on WPLs to come to the next follow-up confcall with feedback on whether they see any issue complying with the guidelines by end of September. AP - Telefonica will setup a mailing list for discussing about the guidelines.
	Population of the FI-WARE Catalog Matteo requires contribution by the different chapters to the configuration/initialization of the FI-WARE catalog linked to the Development Tools Environment.

	AP - All chapters to submit description of GEs that will be available on the FI-WARE Testbed so that they be published in the FI-WARE Catalog by end of July. Don't hesitate to ask Matteo and Davide for support if necessary. Follow this link for further info: https://forge.fi-ware.eu/plugins/mediawiki/wiki/fiware/index.php/Tools.Catalogue
	Action points to improve communication between FI-WARE and UC projects (to be reviewed during the confcall) Not to be covered in this confcall - emails with concrete instructions will come if necessary. Below was the summary of APs that were agreed at FI-PPP AB level. Now, we have to come with a concrete plan and milestones to make sure that the different APs are implemented. AP on Carlos, Axel, Juanjo to come with this plan and send an email explaining it. Overall the APs we proposed to the FI-PPP AB were accepted during their last meeting. See: https://docs.google.com/document/d/1xHT-om0rTtX33nGDcrhIXm8rVktmHTOt2KnnQS7H1Y/edit The following APs were agreed: AP - UC projects to share their Architecture deliverables so that FI-WARE can analyze them and provide feedback AP - UC projects to describe where and how FI-WARE GEs are going to be used within their Architecture. • Some UC projects may have already addressed this in their Architecture deliverables, otherwise they should try to document this • This description should be part of the presentation to be made by UC projects during next Educational Week AP - FI-WARE project to develop and publish white papers that describe how FI-WARE can be used in certain kind of applications (e.g., "FI-WARE for SMART cities"). CONCORD volunteered to be the main editor of such white papers. AP - Progress on communication should be traceable, therefore we propose to use a tracker It should be bi-directional (i.e., FI-WARE may initiate "conversations" based on Architecture documentation from UC projects) • The "Theme/Epic/Feature requests" tracker is not the right one to use because that should be centered in managing the request for addition of concrete functional and non-functional requirements in the FI-WARE backlog

	• Use the “FI-WARE General Support” tracker or a new one, simplifying administration from both sides as much as possible • Don’t use the tracker as the only communication mean: virtual or f2f meetings when needed. Tracker is only to document the process. • The tracker is just a tool, communication will work only if commitment and proactiveness is at both sides. AP - Designate dedicated “collaboration teams” devoted to push progress at each side • FI-WARE has created one, but each UC project should also designate a team • Collaboration teams should know each other and communicate directly whenever it is needed AP - FI-WARE to revise and drop all tickets on “Theme/Epic/Feature requests” tracker that are too generic and high-level • Some of them belong to a phase where not enough info was available • Address requests for clarification through the complementary tracker AP - CONCORD to take ownership (responsibility) of editing a whitepaper that exemplifies the vision of the the FI-PPP from a technical viewpoint. Precisely, this paper will show in great detail how the FI-WARE GEs can be use in some concrete use case scenarios (e.g. Smart City) based on FI-WARE release one plus an outlook toward FI-WARE release two. The paper should in particular be precise w.r.t the interplay of the FI-WARE GEs (interaction between FI-WARE chapters) and how they are used by applications based on SEs on top of. There should be a specific architecture sketch, including interfaces and functional blocks, based on the FI-WARE architecture document and GE specifications. AP - CONCORD to setup a dedicated program-level “news” channel (for technical development and related announcements). AP - UC projects to prepare a detailed presentation (30 min talk) illustrating the use of a relevant set of GEs for UC applications in the particular context of each UC. Deadline: July AB F2F meeting (draft should be available before on June 14th - virtual AB meeting) • Use the documents that were prepared for the FI-WARE education sessions • Intention is to document the status of the architectural development on program-level in particular in view of the use of FI-WARE technology by UCs • Document to be made available to EC
	How to make it easier how to find information Matteo raises the point that we should work on how to make more visible ALL the FI-WARE results (e.g. publishing them directly on the web site and, not only, on the

	wiki!!!) Actions to take: • Add some sort of introduction that explain where to go for what • Add links from the website to the relevant points of the wiki • Investigate on how to improve navigation within the wiki (if technically feasible) AP - Telefonica to prepare a plan for implementing the above actions. Discussion on the appropriateness of using pdf generated files took place. AP - send email to Arian on the matter
	White paper documenting “encompassing usage of GEs” by Application developers and FI-WARE Instance Providers This is the paper that was referred to in the review as to be linked to the FI-WARE Architecture part of the wiki, dealing with the comment made by reviewers on the need to define an “Encompassing Architecture”. We should elaborate this document using Google docs first, then port it to the wiki. AP - Juanjo to prepare a ToC and sketch of the document for the next follow-up confcall where we will distribute responsibilities about editing the different sections.
	“Third party innovation enablement in FI-WARE” (D.2.5.a) - month 15 This deliverable is now due by end of July (confirmed by Juanjo after the confcall by means of reviewing Arian’s official response to our re-planning request). We have to start quick on producing this deliverable. SAP has designed the initial ToC. A google docs document will be created and shared by today EOB. The planning for this deliverable is as follows: Development: - 9. July – introduction provided to partners/chapters - 9. July – 20. July contributions by partners/chapters - 20. July – final version ready for review Review: - 23. July – Peer reviewer 1

- 25. July – Review by Deliverable Lead
- 30. July – Release to commission

This deliverable was not there in our original proposal but was required by Arian. Here it is the description of the deliverable in the DoW:

During the design of FI-WARE, the FI-WARE project will make choices that will affect the way FI-WARE can be used by third parties. Some of these choices will allow and some will limit the possibilities that third parties will get to innovate on top of the platform. It is expected that such choices relate to architectural design and/or to the business model of FI-WARE. This deliverable will document the key choices made and will analyse their effect on future third party innovation. As such, it will provide a justification of these choices against the ultimate objective of enabling third party innovation. It is expected that the deliverable will address topics such as architecture and innovation; neutrality issues; openness; lock-in; data portability; interoperability; patents; standards; specifications; access rights; open source and licensing; and so on.

We need strong involvement of SAP due to the fact that 3rd party involvement has a lot to do with enablers developed in the Apps/Services Ecosystem and Delivery Framework chapter.

Shall we take it to the wiki? For the moment being on google docs and then we will decide how to distribute it..

“State of the art analysis” (D.2.6.a) - month 18

We have to start planning/working on this deliverable. Following is the description of this deliverable in the DoW:

This deliverable provides a view on the state of the art, concerning technologies that are considered relevant to the Future Internet. The document will analyze the most recent technological advances as well as innovative market disruptions and user trends that may impact or are already impacting the Future Internet. It will also analyse the activities and recent results of the most relevant initiatives and projects at national, European and International level.

This analysis will help to identify which are the major differentiation points of FI-WARE components released in month 12, 24 and 33. It will also help to identify gaps as well as technologies in which to focus further work.

This is a deliverable that will require contributions by every chapter. Those can be developed independently by each chapter. Besides this, we should have a

	section/chapter elaborating on how it is the state of the art regarding development of a holistic/integrated solution (here it is where we should elaborate there is a major differentiation point). AP - Telefonica to provide common ToC to be followed. We suggest that we develop this document using Google docs, later we will translate into the Wiki, although maybe this doesn't need to be part of the wiki. Proposal will be delivered in the next follow-up confcall
	1st and 2nd Open Call - status and next steps Regarding 1st Open Call, Telefonica has sent an email informing on the situation. Our goal is to send the Evaluation Summary Reports to proposers along this week and invite them to negotiations during this month. Regarding 2nd Open Call, Juanjo reminds that the topics for the 2nd Open Call will be decided in the next FI-PPP AB meeting. Link for the last FI-PPP AB meeting where you can see the list of topics being considered: https://docs.google.com/document/d/126PxYYBSpZvU9z4uBux4beZ4qgpSUzlm5povgaov2GI/edit# (note: CONCORD was assumed to finalize the minutes, but apparently they didn't so please take them as raw minutes) Juanjo will check the status of the topics being proposed by FI-WARE and will ask for any action if required.
	Next General Assembly AP - Juanjo to launch thread of discussion on the email.
	Risk management plan - organization The document in its present status is here: • https://docs.google.com/spreadsheet/ccc?key=0AhTmk3UgJVcbDlxU05GbnZwb2duZ3RycWdhMmtmaVE#gid=0 On our weekly confcall we will prepare beforehand a number of items for discussion (10?) Thales stresses that the Impact column is risky and should be kept strictly internal. Telefonica agrees but acknowledges some impact on the quality of the deliverable if this is missing. We will fill it in and then we will decide whether to deliver this with or without the column.

	AP- Telefonica to define the meaning of the terms (risk, impact, high, low, medium...) AP - Telefónica to send the list of 10 items for discussion the next week after each confcall and add them to a dedicated wiki page where we will discuss it.
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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	All WPL/WPA

	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.	
AP-4	We will re-inforce the role of the dedicated team (in this 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.	Carlos and Axel
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

	Juanjo to launch discussion off-line about where to place contents and how to structure them.	
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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>