1. Meeting Information

Date/Time of the Meeting:	**March 11th, 2013, 11:30-12:30, 14:30-16:00**
Inviting person:	**Juanjo Hierro**
Minutes takers:	**Miguel Carrillo. All the rest helping**
Name of the meeting:	**WPLs/WPAs follow-up confcall (March 11th, 2013)**
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
Stefano De Panfilis, Davide Dalle Carbonare, Paolo Zampognaro, Andrea Manieri	Engineering
Alex Glikson	IBM
Pascal Bisson, Daniel Gidoin	Thales
Hans Joachim Einsiedler (substituted by Matthias Baumgart)	Deutsche Telekom
Torsten Leidig, Axel Fasse,	SAP

Thorsten Sandfuchs	
Thierry Nagellen	Orange
Juan Bareño	Atos
Juanjo Hierro (apologies)	Telefónica I+D
Miguel Carrillo	Telefónica I+D
Manuel Escriche	Telefónica I+D
Carlos Ralli	Telefonica I+D
Sergio Garcia	Telefónica I+D

4. Objective and topics addressed during the meeting

Top priority topics:

Addressing of urgent topics with the PO

M18 review report
Still pending.   A reminder has been sent to Arian.

AP on Juanjo to check whether M12 costs related to resubmitted and accepted deliverables should be considered accepted. (official rules from the Commission)

2nd period official review

Still pending Dates for 2nd period review

Based on collected feedback during the last confcall, we will propose week of June 17th, preferably on June 19-20.   Rehearsal to take place starting on June 17th, afternoon and continue on June 18th.

Juanjo has already sent an email to Arian proposing June 19-20.   Awaiting for this response.

Arian has responded that dates had already been agreed during the M18 review … to be

June 12-13 … Any objection ?

Inconvenient, but no strong objections. We need to state clearly what the impact on the review of not having the report.

Re-planning of some short-term deliverables

Arian agreed with the re-planning of the FI-WARE Architecture Deliverable so that it is submitted by end of March.

Arian is happy to agree that the second Release is closed by end of June, provided that there is enough software linked to the second Release that is available for review in the 2nd period review. It doesn't need to be the whole software expected for the second Release but significant enough.

We have agreed to prepare an email based on what we describe in the Technical Roadmap for minor release 2.2 which would be inline with existing planning of releases/sprints:

http://forge.fi-ware.eu/plugins/mediawiki/wiki/fiware/index.php/Releases_and_Sprints_numbering,_with_mapping_to_calendar_dates

There was an AP on WPLs to capture what would be available for 2nd year official review in the Technical Roadmap as part of what will be available on the 2.2 minor Release.

Confirmed: all WPL/WPA know what they will deliver in April and June

AP: Miguel to clarify with Juanjo what to deliver in April & June and send a confirmation to WPL/WPA

Decision regarding connection of cities to FI-WARE OIL

AP on Juanjo to send mail to EC reporting the agreement reached at PCC level pending. Stefano to provide details about planned process so that it can be incorporated in the email.

Status: Stefano has sent email to fiware-pcc. Juanjo has decided to wait until EOB today to see if there is any amendment to the mail sent.   Then, he will send email to Arian Zwegers, Peter Fatelnig and Jesús Villasante informing.

Selection of evaluators for third open call

The call closed on Feb 27th, 17:00 CET. We have received four proposals.

Mail sent to candidates agreed with Arian.   Some of them have already confirmed availability. Dominique (FI-WARE reviewer) has been invited as evaluator, as per request made by Arian, and he has accepted.

AP on Juanjo to send list of candidate evaluators.   Done.

PMs reallocation (next amendment)

There was an agreement that Juanjo will sent an official email with description of major reallocations so that at least we get confirmation by Arian this is Ok and will be implemented in a next amendment. Juanjo asked Javier de Pedro to prepare a draft and he expects to circulate a draft version of the email before tomorrow morning.

Status: still not finished. Hopefully ready by this Tuesday morning.

The email should include the dates from which partners have started to consume the allocated PMs as agreed. The email will also incorporate the request for incorporating TUB as Third Party of DT.

FI-WARE Backlog deliverable and follow-up of Agile implementation

(11.March) - Status on AP - Manuel

Round of meetings with WP Leaders (3-8) to understand current procedure followed to define the spring backlog - pending conversation with Alex(WP4) and Carlos(WP6) - and to come back with a set of recommendations or actions to be implemented

Raised question to include WP9 on the backlog scheme and procedures.

Working on the public view of the backlog (wiki) to implement simplifying actions

----

Regarding follow-up of Agile process implementation, there is an AP on TID (now assigned to Manuel Escriche) to perform the agreed simplifications (see relevant background).

Manuel is having meetings with WPLs to make sure that the March sprint has been properly planned, backlog entries addressed in February sprint has been covered or should be re-planned, etc. Also synchronization between the backlog and the Technical Roadmap. T

his will be put in place regularly every month.

=== Relevant background:

TID has appointed an Agile Project Manager (Manuel Escriche) that will be devoted to ensure that Agile is applied more rigorously within the chapters. A more strict follow-up on how Agile is being applied will be carried out. Justification of costs by partners who don't record their activities planning on the trackers may be rejected. In other words, we cannot assume you have carried out any work during a given month (matching a given Sprint) if there is no record of that work in the proper backlog tracker. We will implement the necessary changes during the rest of February.

A number of simplifications will be implemented to avoid inconsistencies between the tickets on the tracker associated to Epics and Features and the corresponding entries on the public wiki. The idea is to drop a number of fields from the backlog entry template on the public wiki. These fields will only be captured on the trackers. The change is easy to implement, we just

need to comment out fields on the template for Epics and Features. Fields to be dropped from Epics and Features on the wiki:

- version
- scope
- Status
- MoSCoW priority
- Relative priority
- Enabler (not needed, derived from id)
- Complexity
- Source (we propose to just keep owner)

We need to address the refinement of the FI-WARE Architecture or the FI-WARE 2nd Release.   We also have to find out a process for carrying out this activity in an organized manner so that we can actually follow-up the process and monitor progress.

There are a number of architectural issues that have to be addressed inside each chapter and cross-chapter. Some are common to all chapters while others are specific to each chapter.

A way to plan this work is to adopt Agile approach. It should be feasible to map Architecture topics to be addressed into Epics. There may be some Epics that would be identified at chapter level, while others could already be identified at GE level.   Sprints (starting with the one of December) could be organized so that teams can deal with a number of Epics and try to refine them further through discussions that take place during those sprints.   Discussion may lead to organization of virtual or f2f meetings when necessary.   Refinement of Epics in a given Sprint should lead to definition of concrete architectural ideas to be captured in revisions of the FI-WARE Architecture (either at chapter or GE level).

Contributions to general FI-WARE Epics or cross-chapter Epics are summarized in:

https://forge.fi-ware.eu/plugins/mediawiki/wiki/fi-ware-private/index.php/Global_Epics

A snapshot of the backlogs with date Feb 8th was made available on the "Backlog" folder within the docman system of the "FI-WARE Private" project in FusionForge:

Instructions on how to update the contents of a given backlog were emailed by Miguel

FI-WARE Technical Roadmap

There was an AP on all chapter leaders to review changes introduced by TID (introduction as well as new page on roadmap of global functions) to provide feedback and make sure there is nothing wrong.

Important: we need to make a clear distinction regarding what will be available in minor release 2.2 (needed for the official 2nd reporting period review) and what will be available in

minor release 2.3.   Need to get an update on the status since the last follow-up confcall:

- IoT (last follow-up confcal): planned to finish by Wednesday EOB. Couldn't make progress due to attendance of the MWC and FI-PPP event in Barcelona.   <mark>Status ?</mark>
- I2ND (last follow-up confcall): commit to deliver planning in minor releases by Wednesday EOB. <mark>Status ?</mark>

Despite Juanjo asked to definitively submit last week, we didn't.

Important reminder: regarding GEs that are pending of major PMs reallocation approval by the PO, we should add a note when we submit the deliverable to the EC saying that meeting the proposed dates is subject to approval of PMs reallocation.

Roundtable
- WP3 - Axel will check. Preliminarly: need to rearrange format but it is up to date.
- WP4 - Cloud proxy pending (all for 2.3). Future releases section updated
- WP5 - Not on this call
- WP6 - Carlos requesting more details of Pubs/Subs from TI. R3 not planned!
- WP7 - Finished.
- WP8 - Work done for R3. Finished as far as WP8 are concerned.
- WP9 - Updated.

Pascal: Important to check with Juanjo cross topic roadmap. 3 topics under discussion. Mostly security-related . We want to keep it in R3? Maybe part of them for the continuation project, later than R3.
Pier: one entry with them. For R3. It may require extra efforts (pending an answer from Juanjo). Pier ot resend the related message to Miguel.
<mark>AP</mark>: Miguel to check with Juanjo both.

=== Relevant background:

<mark>DEC</mark> - Technical Roadmap should reflect what is/will-be available on the FI-WARE Catalogue, that is, ready for use.   In some cases, this doesn't mean necessarily available on the FI-WARE Testbed. If so, we have to capture that through a footnote on the corresponding table of features published in the Technical Roadmap.

TID had implemented the rearrangement of contents of each chapter placing description of features of first release at the end of each chapter as part of a new section titled "Previous Releases". This way roadmap for each chapter will start talking about the 2nd Release which makes more sense.

Rest of pending points has been addressed:

- How to incorporate global and other cross-chapter Epics we agreed to cover in Release 2 during our meeting in Rome.   Regarding Global Epics it could be considered final but need review of other cross-chapter Epics.
- Improved introduction. Thorsten already introduced some changes fixing some evident errors but still room for improvement.

- How to incorporate Technical Roadmap of Tools chapter

Global Epics agreed in Rome have been listed in the Technical Roadmap (see definition of Global Epics provided in Technical Roadmap as compare to other cross-chapter Epics) and are announced for the second release.

Other cross-topic Epics refer to rest of Epics brought by the Security chapter. They will be announced for future releases
- Integration of Android Security Flow Monitoring GE in CDI
- Integration of IoT Fuzzer GE in IoT chapter
- using Complex Event Processing GE in Security Monitoring Architecture
- others also discussed in Rome

FI-WARE Architecture for Release 2

It was agreed to propose that the FI-WARE Architecture be delayed to month 23 (end of March). Mail sent to PO proposing that and agreed during bilateral confcall.

It is expected that chapters have finalized their first draft.   TID has worked in the design of the peer-review process but will provide detailed instructions by EOB tomorrow (tuesday).

We have to review the initial plan. Proposal was the following:

1. First draft of contributions by chapter ready for peer review: end of February
2. .docx first version of chapter ready by March 8
3. Comments on first draft (.docx with traced changes) due by March 13th
4. .docx second version of chapters ready for peer review: March 22nd
5. Comments on second draft due by April 2nd
6. Final version: April 10th

Link: FI-WARE Architecture peer-review cockpit

Roundtable:
- WP3 - working on it. Possibly ready today or tomorrow.
- WP4 - delivered.
- WP5 - not present
- WP6 - delivered
- WP7 - ready for delivery today afternoon
- WP8 - close to the end - problems generating the doc
- WP9 - not included in cross reviews - possibly this WP has a different situation

Proposal in order to make it easier to figure out what changed:

- add a introduction section at chapter level describing the changes with respect to the previous release
- or mark the changes/new things in another way.
- Miguel disagrees and proposes that if this is really needed we should have it as an

appendix, never mixed with the main body of the chapter sections . This is reviewer-oriented and we do project (or rather community)- focused deliverables.

=== Relevant background:

Thierry: How to handle inclusion of ETSI M2M in the deliverable given the fact that the corresponding FI-WARE GEi owner will join later ? Juanjo: At least try to fix the overall architecture with high-level description of all the pieces.   Then, regarding those parts to be covered by the ETSI M2M platform, bring text that states that there will be further refinement so readers should stay tuned and check progress on the wiki.

Thierry: try to involve Fraunhofer for some inputs for the architecture description. Juanjo: Yes.

Guidelines:

- 2 messages from Miguel (one with the general process plus another one with doc generation procedure)
- https://forge.fi-ware.eu/plugins/mediawiki/wiki/fi-ware-private/index.php/Instructions_on_how_to_develop_FI-WARE_Chapter_Architecture_Descriptions
- https://forge.fi-ware.eu/plugins/mediawiki/wiki/fi-ware-private/index.php/FIWARE.Deliverables.GeneratingDeliverables

Assignment:

Chapter to be reviewed	Reviewing chapter
Data	IoT
Cloud	Apps
Apps	Security
IoT	I2ND
I2ND	Cloud
Security	Data

Cross-chapter Epics

This section will not be addressed during this confcall because Juanjo is not available.

FI-WARE Release 2 Open Specifications, Software and accompanying documentation

We need to make it clear in the Technical Roadmap what can be available:

- by end of April (work finished by end of March, matching end of release 2.2, then having the month of April for final review)
- by end of July (work finished by end of June, matching end of release 2.3, then having the month of July for final review)

==AP== on Juanjo to review calendar of peer-reviews to carry out during April and July, prior to submission of deliverables by end of April and end of July.

FI-WARE Product Vision revision (was whitepaper on description of FI-WARE addressing usage scenarios/patterns)

This section will not be addressed during this confcall because Juanjo is not available.

=== Relevant background:

This whitepaper will be addressed as a review/evolution of the contents in the "FI-WARE Product Vision" part of the wiki.   Major actions that will be carried out are:

- Drop general description of each of the GEs in the FI-WARE Product Vision. It is suggested that these contents are moved/merged with overview section of the Architecture Description of the GE (also part of its Open Specifications). This will save us from inconsistencies between contents of the Product Vision and the most recent Architecture Description and Open Specifications.
- The FI-WARE Product Vision would just keep the overview section per chapter but this will be just the initial content. The idea is to add sections dealing with usage scenarios which describe, high-level, how GEs can be used in an ecompassed manner to cover those scenarios.
- TID made an initial proposal on the new sections to be added.

Juanjo has checked with Arian that the approach was fine to him. Indeed, Arian confirmed that reviewers expect that this whitepaper describe the encompassing usage of FI-WARE GEs on usage scenarios like the ones suggested. A whitepaper following the proposed structure are in the right direction from his perspective.

A first draft/template of the target whitepaper was available at:
https://forge.fi-ware.eu/docman/view.php/27/1333/FI-WARE+Product+Vision+New+Draft+12-10-01.docx

Contributions to the whitepaper had to be placed in the "FI-WARE Product Vision Revision M18" subfolder within the "FI-WARE Product Vision" folder of the docman system of the "FI-WARE Private" project in FusionForge.   Don't forget to mark files as "private" after

uploading them.

It was agreed during the f2f meeting January 21-24 in Rome that we will rely on the live demo application as much as possible for description of these usage scenarios.

Live application demo

Launch of the task force team dealing with the live demo app will take place this week. The task force team will be led by TID (Fermin Galán) and involve TID, UPM, SAP from the previous live demo and anyone who needs to join.

A dedicated mailing list has been created (fiware-demo). AP on all WPLs to send email to Miguel cc/ Fermín and Juanjo regarding members of their teams they wish to include in the mailing list. All WPLs/WPAs will be registered in this mailing list by default. Those who believe don't need to be there, please tell Miguel.

Fermin will sent an email on Wednesday morning explaining how we plan to proceed. We can anticipate there will be a backlog associated to the live demo app.

=== Relevant background:

Current application demo will be documented/described as part of the work of the FI-WARE Product Vision.

Candidate list of functionalities to be covered in the live application demo were discussed during f2f meeting in Rome.

FI-WARE Testbed (status report by Stefano de Panfilis)

AP on Miguel with support of Andrea to update of the Project Handbook regarding description of the processes that will be followed and the guidelines that FI-WARE GEi owners have to comply with in order to approve publication of a FI-WARE GEi on the FI-WARE Catalogue.

Juanjo: The version of the FI-WARE Handbook that is due by end of January should include the mentioned guidelines.

AP on Stefano/Carlos to write a post on the Safecity PoC in Stockholm so it becomes visible on the FI-WARE website. Juanjo sent an email referring to description of the Safecity PoC in Stockholm provided in the last FI-PPP "snack" newsletter distributed by CONCORD. This may work very well as basis.

Juanjo: shouldn't we provide info about new PoC of Safecity in Madrid planned by March 7th ? What about the rest of PoC ?

Juanjo: we need to review what the status is regarding development of the web page that will be used to inform about news, etc of the Testbed.

Pascal: we miss a clear schedule for the WP10 calls

=== Relevant background:

Usage terms and conditions of Open Specifications and FI-WARE GEis, including Open Innovation Lab (status report by TID)

FI-WARE Open Specification Legal Notices:
==AP== on Juanjo to check with Telefonica's legal department whether they had already initiated the discussion with the rest of legal departments.   Status: Juanjo had checked the status and asked Telefonica's lawyer (Luis García) to run final discussion involving all legal representatives.

Use Terms and Conditions of FI-WARE FI-WARE GEis beyond the FI-PPP
Few inputs pending regarding date at which FI-WARE GEi owners commit to get it finalized at the following shared spreadsheet:

https://docs.google.com/spreadsheet/ccc?key=0AqGGeaQGro3fdDdGQnl1eTRSLXdRSHd5cHd4LUhnOFE#gid=0

==AP== on Chapter leaders to make sure that all FI-WARE GEi owners in their chapters fill the spreadsheet above.

Use Terms and Conditions of FI-WARE OIL
Telefonica lawyer working on the matter with inputs from SAP, TID on terms from similar environments as well as results of the brainstorming in Rome.

=== Relevant background:

Promotion of FI-WARE within the wider community of developers - includes definition of webinars, 3rd Open Call, etc (status report by Davide Dalle Carbonare / Juanjo)

3rd Open Call:

The 3rd Open Call was launched which is focused on promotion and uptake of FI-WARE results by the wider community of developers.   Text of the call was drafted within the fiware-community-building mailing list.   You can check contents at:

http://www.fi-ware.eu/open-call/

4 proposals were received. Evaluators have been selected. Check mail by Juanjo.   We expect to finish the selection process during April so that selected beneficiaries can join in May.

FI-WARE Webinar platform:

Here is my (Davide) take on how providing the training on FI-WARE assets.
It's essentially composed by two approaches:

1) recorded lessons: these are eLearning objects always available. They are built starting from scratch or from the presentations (or other documentation) already prepared for the first training sessions. These modules need to be SCORM compliant (this allow the traceability for monitoring and reporting). These modules can be made available directly from the Catalogue and are related to FI-WARE as a project/initiative, GEI page, FI-CoDE platform (how-to-use).

2) live sessions: these are webinars that can be organized on demand for gathering additional information and asking questions about a specific topic. The webinar is used when the FAQs and the Forum is not enough. A live session can imply an update of the FAQ page and can be made available as learning object too.

The main entry point for that can be the FI-CoDE. We (ENG) can integrate the FI-CoDE with the Moodle to store and monitor the learning objects, making them available for direct access from the FI-WARE portal, OIL Portal, Catalogue.

FI-CoDE Handbook:

Davide: is the FI-CoDE Handbook been circulated to the FI-PPP AB?
http://forge.fi-ware.eu/docman/view.php/7/1601/D9.2.a+FI-CoDE+Handbook+%28System+Software+Engineering+Method+for+FIWARE%29.pdf

AP on Juanjo to distribute it to the FI-PPP AB.

=== Relevant background:

The 3rd Open Call to be issued by FI-WARE will be devoted to incorporate partners who will help promoting FI-WARE in the wide community of Internet application developers and entrepreneurs, going beyond the current community of FI-PPP or EU FP7 projects.

The fiware-community-building mailing list was created to carry out discussions regarding

community buidling and writing of the text related to the 3rd Open Call. It was created with the following members:

- Davide
- Carlos
- Jimenez
- Juanjo
- Philipp Slusallek (dfki, member of the FI-PPP AB, now also in FI-WARE through 1st Open Call)
- Jean-Marie Dautelle (Thales, member of the FI-PPP AB)

Two documents were initially circulated: initial official letter by the EC (Jesús Villasante) and notes from a confcall between Jesús Villasante and Juanjo.   Subsequent interactions lead to the text that was published.

Monitoring of log/trace files

This topic will not be covered in this meeting because Juanjo is not present.

From previous meeting:

In order to proceed with the "monitoring of logs" we need to have some further information about the overall purpose and some technical requirements:

the purpose:
- what's the reason for monitor the logs?
- who's the users of that monitoring activity?
- are we monitoring the GEs installed on the testbed and something else, VMs, network, web servers, allocated memory to a DB?

the technology:
- XACL is a standard for logs (e.g. http://www.research.ibm.com/trl/projects/xml/xacl/xacl-spec.html) will the GEs owner be available to provide the logs in a standard format and use agreed procedures to provide the logs?
- IBM Trace Analyser need to have a set of sample logs in order to be able to verify if they may manage them. However, since Trace Analyser is an interface through the Eclipse platform, it may not be the best option for that work.
- Alternate log manager exist, including as part of SIEMs such as AlienVault, Splunk, etc.

<mark>AP WPAs/GE providers</mark> to send to the WPA mailing list and to IBM (Marcel Zalmanovici <MARCEL@il.ibm.com>) an example of log/trace files produced by their GE implementations by ~~end of Feb~~ **March 11 EOB**

Andrea: need to to better define the logs to be able to process this.WP9 object - WP10 looks more suitable (Engineering could do it in both cases)

note: depending on the rationale and scope of logging monitoring other solutions may be more suitable. In particular two elements need to be clarified: reasons for monitoring (who is doing that and why) and how to enforce all GEs will use the same syntax (i.g. XACML) and semantics (what to log and for what purposes). In general this should be in charge to the testbed (i.e. WP10).

FI-WARE Support - general and FI-WARE GEi-specific

We still have to decide where to create FI-WARE GEi dedicated trackers:
- within the FI-WARE project in FusionForge
- within the corresponding FI-WARE chapter project in FusionForge
  - There could be a direct link from the catalogue. So the users will not get confused with the location of the info on the forge.

Note that these trackers are different from the tracker associated to the backlog tracker of each chapter (which in turn contains the backlog tracker of each FI-WARE GEi being implemented within the chapter).

In section about relevant background there is a summary of the pros and cons of the two possible options.   However, prior to a final decision, we would like to explore whether using JIRA will be more suitable.   TID will carry out an analysis on this matter during coming weeks.

AP on WPLs/WPAs to provide feedback on JIRA based on experience in projects run in their companies.

AP on WPLs/WPAs to arrive at next follow-up confcall with feedback about best option in case of going for the existing tracker tools (check description of options in section below)

Pascal suggests to set up a FAQ per chapter-GE (so the catalogue is more suitable here)

=== Relevant background:

We have to provide support to UC projects in phase 1 but with a forward-looking vision into what will be required regarding support to UC trials in phase 2, users in phase 3 and, overall, users of the FI-WARE Open Innovation Lab.

It has been agreed at FI-PPP AB level to set-up a separate tracker per FI-WARE GEi. A link to these tracker should exist from the Catalogue. We need to find out whether the best place to allocate these FI-WARE GEi trackers is the FI-WARE project in FusionForge. Tickets can be easily moved from one tracker to another within the same FusionForge project but not across projects.

There are two options regarding trackers to handle interaction with users of FI-WARE GEis.

In both of them, public visibility would be allowed (all agree?) and anonymous posting would not be allowed. The trackers could be configured so that anyone can see the tickets but only registered users (e.g., users who have agreed with the terms and conditions of the FI-WARE Open Innovation Lab or are already members of the FI-PPP) can issue tickets. IMPORTANT NOTE: making a tracker publicly visible doesn't mean that the other existing trackers become publicly visible, i.e., visibility can be governed per tracker within a FusionForge project.   If we define a "FI-WARE User" role, for example, we may also configure trackers so that they can post tickets in the issue ticket trackers but still not see other trackers on the same project because visibility can be configured per each role.   However, this requires careful admin of users so that whenever you accept a new user joining a project you assign him/her the "FI-WARE User" role.

> Option A) As many trackers as needed on the FI-WARE Project
> *Pros*:
>> - Trackers easy to locate for external users (a link from the catalogue will ease this anyway)
>> - Tickets can be easily moved from one tracker to another within the same FusionForge project but not across projects. Creating FI-WARE GEi trackers within the FI-WARE project in FusionForge would have the advantage of moving tickets from the General Support tracker to FI-WARE GEi-specific trackers rather easily.
> *Cons*:
>> - This would result in a very long list.
>> - Translating a ticket issued by a 3rd party into an item of the backlog of the FI-WARE GEi (part of the backlog tracker within each chapter) would not be easy since tickets cannot be moved between trackers that belong to different projects
>
> Option B) As many trackers as needed on each one of the chapters on the forge.
> *Pros*:
>> - much clearer and under the control of each WPL/WPA
>> - Creating FI-WARE GEi trackers within each chapter project makes it easier to translate tickets issued by 3rd parties into items of the backlog of a FI-WARE GEi (e.g., cloning then changing the clone to transform it into an Epic, Feature or Work Item that you finally move to the backlog tracker)
>
> *Cons*:
>> - trackers tricky to locate for external users if they navigate directly to FusionForge (however, a link from the catalogue will solve this and since the catalogue is intended to become the single entry point for developers, it shouldn't be so much an issue)
>> - It means carefully handling permissions so that public visibility of the issues

tracker does not compromise visibility of the backlog tracker.

Juanjo: what should we do regarding using the FusionForge Eclipse plug-in ?

Validation process by UC projects (<mark>status report by SAP</mark>)

Status: 2013-02-18 (status same as 2013-02-11 as topic was not part of the meeting)

There were the first xls-based feedbacks by INSTANT MOBILITY

Deadline for UC projects to submit this feedback files was end of their projects. Stefano: I don't expect this until mid of March. <mark>AP</mark> on Stefano/Juanjo to send a reminder and also ask for those projects who will continue in phase 2 to prepare presentation on feedback for the Architects Week.

It was decided WP10/WPL level to wait for further feedback to come and push the use cases to finish as well the DOC-based parts. Then GEi providers will be contacted directly.

WPL accept the decision: feedback will be directly distributed to the relevant people & the related WPL.

Status pre 2013-02-11

Stefano (reported by Davide): the questionnaire has been sent to the AB.

Juanjo: SAP is leader of the validation task in the FI-WARE Testbed WP so we expect them to lead this part and report regularly on progress during our joint WPLs/WPAs follow-up confcalls.

Juanjo: should we link the focused workshops that were discussed some weeks ago with this validation process ? Just FYI, FI-PPP AB requested us to make a presentation/workshop on our live demo application … could they work as a workshop that may work as a common kick-off of subsequent focused workshops per UC project ?

AP on SAP to bring status report to next follow-up confcall and come up with a plan on how to proceed and what concrete APs are required. Axel by email has said he will discuss this the Thorsten and they will send a draft until Wednesday this week.

=> Status was and is (2012-12-17): Questionnaire is ready to be send to the UC projects, and was submitted by project management (Stefano)

AP on SAP to update contents of "Relevant background" section below so that is prepared for

next follow-up confcall.
=> done (2012-12-17)

Further points:
the validation process defined on
https://forge.fi-ware.eu/plugins/mediawiki/wiki/fi-ware-review/index.php/The_FI-WARE_Recommended_Validation_Process suggests to have dedicated contacts for the various use cases within FI-WARE & the use case projects, so far these contacts, although they existed are not documented and/or made explicit.
Open Question: should we emphasize on identifying these contacts and make them more visibible?

=== Relevant background:

Validation questionnaire - current status and next steps

After integrating every feedback received, current plan was:
- questionnaire to be send to the Use Case projects by end of business 2012-12-17 (AP on Stefano).
Final list of questions:
https://forge.fi-ware.eu/plugins/mediawiki/wiki/fi-ware-review/index.php/The_Validation_Plan_Template (later this week to be released in the fi-ware-review wiki)

Related deliverable (D.10.5.1.Report on Validation process including Validation with Use Case projects front page) was finalized and submitted
(doc:https://forge.fi-ware.eu/docman/view.php/7/1521/D.10.5.1.Report_on_Validation_process_including_Validation_with_Use_Case_projects.pdf)

Executive Summary

Task 10.5 focused actually on planning the validation process for the FI-WARE Testbed and the FI-PPP Use Case Project. Furthermore an initial feedback survey was designed and handed to the use case projects.

This deliverable outlines the designed and recommended validation process for the use cases to follow. Additionally the initial feedback survey, which was initiate and send to the use case projects and the main findings are outlined. Although as time of writing not all answers of the use case projects could be integrated within this deliverable, the first impression of the Use Case projects looked reasonable well. There were initial operational challenges, which are quite normal for a project in this size and given the overall complexity.

The FI-WARE project is thankful for all submitted comments

Communication, Collaboration Dissemination, including enhancement/re-design of the current website for impact creation

(status report by Carlos Ralli)

We are progressing according to the tasks agreed in the document created with Nuria(ATOS) in December last year.

Participation in MWC in Barcelona:

There was a FI-PPP stand in the MWC and a Fi-WARE slot was programmed for Monday 25th 16-19h. We were sharing the stand with other members of the FI-PPP.

In the MWC the setting was a 3x5m stand with 3 screens (50", 42" and 32"), two tables, Wifi (private NATed IPv4 access) and fixed Internet connectivity with 5 fixed public IPv4 addresses. Costs per project were 3500 €.

The stand was placed in a corner of Hall 8 therefore easy to access and often crowded. We were showing FI-WARE videos/presentations in the 50" screen, in the 42" the catalogue and the list of the enablers so we can explain Fi-WARE building blocks and promote our public communication channels (Web, Wiki, Youtube channel, Twitter, etc.)

There was also a printed poster to help our explanations too. It proved to be very valuable.

The setting for this MWC'2013 was really challenging: 31 people from 11 different projects and different organisations working together to make this happen.

Our exhibition booth was 'on-air' on Monday, Tuesday and Wednesday and Ana García (ENoLL) was receiving materials and coordinating actions on-site since Sunday noon time.

From our own experience and the comments from other exhibitors most of the public there were looking for brand new commercially available solutions though there were some visitors from R&D organizations or public administrations in other regions (US, Korea, Japan, SouthAmerica, etc).

In our specific slot in FI-WARE (3 hours starting on Monday 16h) we got some people interested in our work and also on how UCs would exploit enablers in actual scenarios. We found also people willing to cooperate with us in fields like security, testbed/platform instancing (i.e. a Datacenter), etc.

Mario Campolargo and Peter Fatelnig visited the booth on Thursday.

Specific FI-PPP 2-days event in Barcelona

The event was not in the MWC but nearby. It took place during Feb 28th and March 1st.

There was a large number of attendees the first day. Not that much the second day.

The event was pretty well organized, although most attendees actually were insiders of the Fi-PPP scene. Therefore, return on investment is questionable. In the future (Dublin FIA, etc) we should be able to attract experts and potential users beyond the PPP and even beyond the EC funded project sphere.

Mario campolargo and Peter Fatelnig stayed both days.

=== Relevant background:

A draft overall plan has been elaborated together with Nuria (ATOS) and has been circulated to WPLs. It includes all kind of actions and potential relevant events. The list provided by WPLs before the past review is actually one of the inputs.

A Task Force was created whose mission was to design and implement enhancements in the website and wiki.   The team will be led by Carlos.

Initial team:

- Thorsten Sandfuchs (SAP)
- Davide (Engineering)
- Juan Quemada's team (UPM)
- Carlos, Juanjo and Miguel (TID)

Some little enhancements, following a "quick win" approach, have been implemented in the website (e.g., home, making-it-happen pages).   However, we need to keep pushing.

Same applies regarding our presence in twitter, LinkedIn and the other social networks.

Standardization

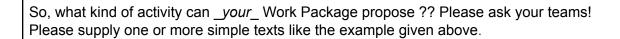We'll discuss with NEC how to proceed. We need to follow-up this on a regular basis.

AP on Juanjo to ask NEC to join every two weeks at defined time (e.g., 12:00 CET).

Next meeting of the FI-PPP Working Group Standardization: January 10th 2013 in Munich. Juanjo: is NEC attending this ? AP on Thierry to check.

Planning calendar link exists, what kind of activity can _your_ Work Package propose ??
FI-WARE Exploitation

The idea is to pick SDO meetings where your Work Package _intends_ to make some contribution or presentation or demo or even just "express FI-WARE support for a Work Item or agreed Specification".

This will show the EU commission and all FI-WARE partners that FI-WARE is impacting standards.Of course changes and delays etc will happen frequently, but it is important to start this.

So, what kind of activity can _your_ Work Package propose ?? Please ask your teams!
Please supply one or more simple texts like the example given above.

=== Relevant background:

Other topics

Next General Assembly

<mark>AP</mark> on Juanjo to launch thread of discussion on the email.

Risk management plan - organization

(mcp) Sent right before Christmas. We need to focus and avoid endless discussions. We will have to discuss and find a balance between collaboration/consensus and effectiveness.

=== Relevant background (contents extracted from previous confcalls):

The document in its present status is here:
  ● https://docs.google.com/spreadsheet/ccc?key=0AhTmk3UgJVcbdDlxU05GbnZwb2du Z3RycWdhMmtmaVE#gid=0

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.

Telefonica will define the meaning of the terms (risk, impact, high, low, medium...)

On our weekly confcall we may prepare beforehand a number of items for discussion (10?). Telefónica would send the list of 10 items for discussion.

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