

1. Meeting Information

Date/Time of the Meeting:	July 30, 11:00am
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
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

4. Objective and topics addressed during the meeting

Reminder:

The following measures are in place:

- Partners involved in development of a given FI-WARE GE that is not delivered by July 23rd will not be allowed to justify any PM in WP3-WP8 until they deliver. Once they deliver, it will be assumed that the PMs consumed had been those that were **reported** until month 12, so that no additional PMs will be accepted. Planning of PMs for the remaining of the project will be adjusted accordingly.
- Delivery of software that doesn't work or proves to be rather unstable in the FI-WARE Testbed will not be considered as actually delivered. This intends to prevent that some partner delivers software which doesn't meet enough quality by July 23rd just to avoid costs rejections.
- Partners that deliver by July 23rd will be allowed to justify the PMs planned until July 23rd (provided that the software they have delivered is not rejected as stated in the previous point). This means they would not suffer any impact.
- PMs of any partner within a given WP (WP3-8) are distributed from month 10 on across deliverables as follows (note: we propose to include whatever distribution gets approved in the next amendment of the DoW):
 - Contributions to WP2 deliverables: 10%
 - FI-WARE Open Specifications: 20%
 - SW Release: 40%
 - Installation and Admin Guides: 7,5%
 - Users' and Programmers' Guides: 7,5%
 - Unit Testing Plan and Report: 15%
- Deliverables of a given WP rejected by the WPL will be rejected. TID and the WPL agree on any amendment of the above rules that may apply (e.g., failing to deliver a given GE may not be the fault of all partners involved in development of that GE so they may agree not to apply penalizations to some partners). TID may reject some additional deliverables if it considers that they do not meet the defined guidelines or expected quality, after discussion with the WPL.

- Similar rules would apply to WP9 (development tools)

	<h2>Executive summary draft review report</h2> <p>Received right before the meeting, we need to analyze it urgently, setting up a confcall tomorrow.</p> <p>AP - Set up a doodle poll for tomorrow to identify the best timeslot to review this and decide on future action. We need a representative per chapter at least. Done:</p> <p>http://www.doodle.com/qkgryy9wxx7safzr</p>
	<h2>Review of status of deliverables due by end of June as per our internal planning (announced to the EC)</h2> <ul style="list-style-type: none"> • Review of the Unit Testing Plan sent on 24/July • Review of the Instal & Admin manual sent on 25/July • Review of the User and Programmer's guide sent on 25/July • Now checking that changes have been implemented. <ul style="list-style-type: none"> ○ Cloud, IoT, I2ND & Data have received feedback already <ul style="list-style-type: none"> ■ Deadline to address it: 30/July EOB (today) ○ Security and Apps will receive feedback today <ul style="list-style-type: none"> ■ Deadline to address it: 31/July EOB (tomorrow) • Review of Features sent last week. And a second review of changes afterwards. <ul style="list-style-type: none"> ○ Reaction expected by 31/July EOB (tomorrow) • Wait to generate pdfs until told to do so (or do it at your own risk!) • Today we will verify status of SCM also • FINAL DECISIONS ON ACCEPTANCE TO BE TAKEN ON WEDNESDAY
	<h2>Documentation of Features linked to FI-WARE GEs</h2> <p>TID has sent comments and requests for change of features chapter by chapter. As a result of this analysis, documented Features can be:</p> <ul style="list-style-type: none"> • accepted • rejected

	<p>Cost rejection measurements will be applied to GE owners failing to deliver fixed set of features by July, 31(tomorrow).</p> <p>Note that changes to the list and description of Features may imply a modification of the Unit Testing Plan.</p>
	<p>Unit Testing Plan and Report</p> <p>TID has checked the available Testing Plan and Reports and sent feedback</p> <p>Results of this check will were provided on July 25.</p> <ul style="list-style-type: none"> • accepted • rejected with a deadline today (cloud, I2ND, Data, IoT) ot tomorrow(Apps, Security) <p>Cost rejection measurements will be applied to GE owners failing to deliver fixed set of features by July 26th EOB.</p>
	<p>Software and accompanying documentation</p> <p>All the following was explained to the partners and agreed, particularly the schedule.</p> <p>Regarding Software:</p> <p>VM images are not acceptable as sw delivery</p> <p>Binaries or source code (the latter when the product is open source) have to be delivered for all GEs that will be hosted on the FI-WARE Testbed datacenter facilities as well as for GEs to be deployed on UC projects' owned infrastructures (e.g., Cloud proxy). These binaries or source code should be uploaded to the Public or restricted access projects in FusionForge by July 23rd.</p> <p>Regarding those GEs with dissemination level "PP", they will provide the Installation guide and binaries upon written request. The coordinator will not inspect such deliverables and also will not take care of the means to make this available. The concerned partner will take full charge of this. This does not apply to the User Manual that remains Public.</p> <p>TID will check available software and will check whether they fulfill the defined guidelines at:</p>

<https://forge.fi-ware.eu/plugins/mediawiki/wiki/fi-ware-private/index.php/FiwareDeliverables>

Results of this check of source code will be provided by July 30. As a result of this checking, released software can be:

- accepted
- rejected with a deadline on July 31th EOB to fix a number of identified issues

Cost rejection measurements will be applied to GE owners failing to deliver fixed software releases by July 31th EOB.

Regarding Installation and Admin guides:

They have to reflect the actual Installation & Administration of the GE, no matter what premises the GE is deployed on. Therefore, this cannot elaborate on the deployment of a VM or the access to a remote server.

Regarding those GEs with dissemination level “PP”: same considerations as with source code.

TID will check provided guides and will check whether they fulfill the defined guidelines at:

<https://forge.fi-ware.eu/plugins/mediawiki/wiki/fi-ware-private/index.php/FiwareDeliverables>

Comments already sent to several chapters (Cloud, I2ND, Data, IoT) and will be sent to Apps and Security today.

Results of this check were provided. As a result of this checking, the guides can be:

- accepted
- Rejected with a deadline to fix issues today (cloud, I2ND, Data, IoT) or tomorrow (Apps, Security)

Cost rejection measurements will be applied to GE owners failing to deliver the guides by the deadline. “PP” Guides excluded

Users’ and Programmers’ Guide

TID will check provided guides and will check whether they fulfill the defined guidelines at:

	<p>https://forge.fi-ware.eu/plugins/mediawiki/wiki/fi-ware-private/index.php/FiwareDeliverables</p> <p>Comments already sent to several chapters (Cloud, I2ND, Data, IoT) and will be sent to Apps and Security today.</p> <p>Results of this check were provided. As a result of this checking, the guides can be:</p> <ul style="list-style-type: none"> • accepted • Rejected with a deadline to fix issues today (cloud, I2ND, Data, IoT) or tomorrow (Apps, Security) <p>Cost rejection measurements will be applied to GE owners failing to deliver the guides by the deadline. "PP" Guides excluded</p>
	<h2 data-bbox="293 814 1045 863">Resubmission of M9 deliverables</h2> <p data-bbox="293 926 1406 1062">AP - Juanjo to contact Arian to make sure that he is aware of our planning regarding resubmission of M9 deliverables. Juanjo already sent an email to him last week briefing him on the status but it would be worth trying to discuss all this over the phone and make sure he's aware.</p>
	<h2 data-bbox="293 1161 626 1203">Technical roadmap</h2> <p data-bbox="293 1251 1390 1318">Once we have finished revision/update on the Features, we are supposed to address the following tasks:</p> <ul style="list-style-type: none"> • 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). Target deadline: EOB July 23rd. AP - All to review Technical Roadmap deliverables once Features are stable (previous defined deadline by July 26th EOB), i.e., from July 26th until July 31st. 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. AP - All to review stakeholders field during August. Miguel to supervise this. <p data-bbox="293 1797 1284 1833">We should try to get the deliverable finished by end of this week at the latest.</p>

	<p>White paper documenting “encompassing usage of GEs” by Application developers and FI-WARE Instance Providers</p> <p>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”.</p> <p>We should elaborate this document using Google docs first, then port it to the wiki.</p> <p>AP - Juanjo to prepare a ToC and sketch of the document where we will distribute responsibilities about editing the different sections. It was planned for this follow-up conffall but is suffering a bit of delay and will be available by Wednesday.</p>
	<p>Other points the Testbed. <u>The partners are fully responsible for the installation and maintenance of their instances on the testbed.</u> TID will only provide support to the infra and communications.</p> <p>The Testbed will provide a secure ftp server for those who prefer sending a KVM image instead of installing themselves. Other hypervisors will not accepted.</p> <p>The IP addresses allowed to access the testbed are the ones on one of these two lists (the representatives of each partner in the testbed must make sure that these IPs are provided):</p> <ul style="list-style-type: none"> • https://forge.fi-ware.eu/plugins/mediawiki/wiki/testbed/index.p
	<p>Installation on Testbed</p> <p>TID will provide access details and a description of the VMs to install the enablers on http://Testbed_V1_Operations_Cockpit</p> <ul style="list-style-type: none"> • https://forge.fi-ware.eu/plugins/mediawiki/wiki/testbed/index.php/Testbed_V1_Implementation_Cockpit <p>The integration process will be conducted using a dedicated tracker on the testbed:</p> <ul style="list-style-type: none"> • https://forge.fi-ware.eu/tracker/?atid=224&group_id=18&func=browse <p>To understand how this works go to “Integration Process” here:</p> <ul style="list-style-type: none"> • https://forge.fi-ware.eu/plugins/mediawiki/wiki/testbed/index.php/Testbed_V1_Integration_Plan <p>Paolo provided a document to guide in the installation process.</p> <p>Date when the GEs not installed on the testbed must be available and fully usable: end of July</p> <p>AP - Miguel to make sure that each WPL receives the list of the GE owners that have</p>

	received the credentials to access the testbed
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Population of the FI-WARE Catalog

Still in place: 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.

Davide: chapters seem to be providing the info and some progress has been made.

Juanjo: we need to provide the UC projects a place where they will find all the necessary info they need to start working with each individual GEs. Davide: this is something that the FI-WARE Catalog can provide.

Juanjo: Fine. Then, adding all relevant info about GEs on the Catalogue becomes crucial and an activity to be synchronized with activities of the Testbed team.

AP - Davide to report on what GEs have not yet submitted any info. Here is the report (also sent by mail to WPL/WPA mailing list):

It's not always easy to map the names used on the Catalogue with the ones reported on the Testbed dashboard to monitor the deployment status.

APPS:

- all 4 Composition Editor (DT, EAB, UPM, ATOS)
- all 3 Composition Execution (DT, EAB, UPM)

CLOUD:

IOT:

- (Backend) Things Management/Configuration Management - is this the unpublished "Things Management GE"?
- (Backend) Things Management/IoT broker - is this the unpublished "Things Management GE"?
- (Gateway) Data Handling/SOL/CEP
- (Gateway) Device Management
- (Backend) Device Management GE - publish it asap

DATA:

- Publish/Subscribe Broker GE
- Semantic Annotator GE
- Location Server GE
- Semantic Application Support GE
- Meta-data Annotation GE

I2ND:

SEC:

- Identity Management GE GCP
- Data Handling GE
- Security Storage Service
- Attack-Paths Engine

AP - Tools and Testbed teams: to report on who has yet not provided info on how to start using the GE once installed on the testbed (Use info in Testbed wiki regarding what GEs are planned for 1st release.)

Reminders:

It is expected to have all the GEs available into the testbed by the end of July also well described into the Catalogue.

Please, remind that into the catalogue you should not copy\paste what already written in the wiki, the purpose and the message is different, from the Catalogue you have to “sell” your products.

To note:

If the descriptions, tutorials or documents provided in the wiki are worth as is to be published in the catalogue and then comprehensible to everyone also outside the PPP, this will be fine as well but be accurate in not doing (as said above) a trivial copy/paste.

Follow this link for further info:

<https://forge.fi-ware.eu/plugins/mediawiki/wiki/fiware/index.php/Tools.Catalogue>

Examples and guidelines:

The description of the Service Description Repository is a very good example of the description that is expected in the Catalogue. However what we are aiming at is the following one: <http://labs.ericsson.com/apis/captcha>.

Clarification:

The name of the catalogue is FI-WARE Catalogue but this does not mean it is only for FI-WARE people. The idea is to make it available, initially, to all the the PPP and later to the “world” (in terms of target, not in terms of restricted contents; the Catalogue is a public portal).

As in the catalogue there should be just that information necessary to make the GEs appealing and marketable, then it is convenient to provide in the catalogue also information about the licences, costs, etc.

AP - Matteo to update status of this task as part of the minutes. What follows was the

last report available.

Status:

At the right moment this is the situation.

All the WPL have been contacted requesting them to publish their GEs (at least those that will be available at the end of July together with the Testbed).

There have been also point-to-point contacts (e.g. SIEMENS, SAP, ORANGE, TID, TELECOM ITALIA)

To date (23/7/2012) these are the GEs described into the catalogue (in brackets those described but not yet published by the editors) :

Apps Chapter:

- Marketplace (SAP)
- Service Description Repository (SAP)
- Service Instance Registry (SAP)
- (Ericsson Composition Engine)
- Mediator (TI)

Cloud Chapter:

- IaaS Data Center Resource Management (IBM)

Data Chapter:

- BigData Analysis (TID)
- CEP GE (IBM)
- Meta-data Pre-processing (SIE)
- Multimedia Analysis (SIE)
- Query Broker (SIE)

IoT Chapter

- IoT Gateway (EAB)
- Protocol Adapter (EAB)

I2ND Chapter

- API mediation (Orange)
- (Device Connectivity Platform) (EAB)
- (WSC) (Orange)

Security Chapter:

- Context-based security and compliance (ATO)
- DB Anonymizer Security Service (SAP)
- Identity Management (NSN)
- Service-Level-SIEM (ATOS)

Reminder:

However will find bugs or problems please add this here:

	<p>https://forge.fi-ware.eu/tracker/?atid=208&group_id=15&func=browse</p> <p>(Please remind to specify in the “asset” field the name catalogue)</p>
	<p>“Third party innovation enablement in FI-WARE” (D.2.5.a) - month 15</p> <p>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). As a reminder, the planning for this deliverable is as follows:</p> <p>Development:</p> <ul style="list-style-type: none"> - 9. July – introduction provided to partners/chapters - DONE - 9. July – 20. July contributions by partners/chapters - 20. July – final version ready for review <p>Review:</p> <ul style="list-style-type: none"> - 23. July – Peer reviewer 1 - 25. July – Review by Deliverable Lead - 30. July – Release to commission <p>SAP and TID have worked on the initial contents and produced a first draft which should contain all the hints necessary for each chapter to contribute. Now it’s available at the following link:</p> <p>https://docs.google.com/document/d/1HnmGAJ7LuHJs9oBIhVwbR9LuKMK-Xhb_c7SF-EVQi_Q/edit</p> <p>Juanjo provided an overview of the ToC of the document and what is expected by all.</p> <p>Some chapters hadn’t provided their contribution, so they have to provide that during this week. Also TID/SAP have to cover the general sections.</p> <p>AP - Uwe to come up with updated calendar and action plan for next weeks.</p> <p>== background info:</p> <p>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:</p> <p><i>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</i></p>

	<p><i>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.</i></p> <p>Shall we take it to the wiki? For the moment being on google docs and then we will decide how to distribute it.</p>
	<p>Standardization Plan (D11.4.b)-M15</p> <p>There was some activity by work-package leaders, following our mail on the 26th, we have started revising each chapter and will email to the individual listed WPL any comments/questions which we have.</p> <p>We have updated the main page for <u>Standardization Plan v2</u> so that the structure is clear and there is a very brief introduction.</p> <p>But it is clear that <u>2 very important pieces of information are missing</u>, which were requested:</p> <ul style="list-style-type: none"> (1) architecture diagram of FI-WARE showing exposed interfaces (and names) (2) table showing the names of the exposed interfaces and the corresponding SDO(s) <p>It is absolutely essential to provide this information for the EC and to use the names in (2) consistently in the tables for each chapter. The EC will surely <u>not</u> accept that, after 18 months, FI-WARE leaders do not know what architecture they want and do not know what SDOs are active on the relevant exposed interfaces!</p> <p>We have inserted placeholders for (1) and (2) but now I rely on the WPLs to provide that content immediately.</p> <p>AP - All chapters to provide the requested info before tomorrow July 31st EOB.</p>
	<p>Open Calls</p> <p>Results of 1st Open Call were circulated. No objection has been received so approval has been asked to the FI-WARE PCC (this expected to happen by a confcall tomorrow). Therefore, we ask the PCC to approve the incorporation of the partners and the start of negotiations with them, including the elaboration of the necessary changes in a new DoW amendment (subject to prior approval by the PO).</p>

	<p>Recommended start of activities:</p> <ul style="list-style-type: none"> • Middleware: beginning of October • BM&BE: subject to SAP's criteria <p>TID would directly drive the negotiation of the middleware related activities. Question mark: separate WP ? Apparently it is the best option.</p> <p>We recommend that SAP drives the negotiation of BM&BE related activities (to be included as part of a new redaction of WP3) under supervision of TID.</p> <p>The 2nd and 3rd Open Calls have been tackled during the last FI-PPP AB meeting. Still not decision has been taken regarding 2nd and 3rd Open Call and the FI-PPP AB will setup an extra call most probably this week to take a final decision on what would be considered in the 2nd Open Call. It was also agreed that we would like to launch the 3rd Open Call by not later than end of October, so there would not be much of a difference.</p> <p>Nevertheless, current situation is as follows:</p> <ul style="list-style-type: none"> • 2nd Open Call. Most probably the following topics will be considered: <ul style="list-style-type: none"> ◦ Stream-oriented GEs - 2,25 M€ of maximum funding ◦ Advanced Web User Interfaces (3D, Augmented Reality plus one of the topics brought by FI-WARE on multi-device access) - 2,75 M€ of maximum funding ◦ Cloud Proxy related GEs - 1 M€ of maximum funding • 3rd Open Call. These are the topics that are candidate but it has been remarked that discussions/clarifications are needed: <ul style="list-style-type: none"> ◦ Security aspects ◦ Data Uncertainty ◦ Semantic-related GEs <p>AP - Juanjo to provide info about what would be the scope and topics to be covered in the Security workshop before the confcall of the Security chapter this week (friday)</p> <p>AP - Carlos to fix the date for the f2f workshop dedicated to Semantic technologies involving ATOS and HI Iberia (Safecity project) asap. This should be this week or next week.</p>
	<p>Look & feel styleguide for web pages and portals</p> <p>The UPM has produced a first set of guidelines for FI-WARE webs and portals:</p> <p>https://forge.fi-ware.eu/docman/view.php/27/1125/Look%26Feel.zip</p> <p>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.</p>

	<p>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.</p> <p>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.</p> <p>Telefonica has already setup a mailing list for discussing about the guidelines (fiware-webdesign@lists.fi-ware.eu).</p> <p>AP- Telefonica to add all WPLs and WPAs to the mailing lists by default. WPLs can designate alternative or additional representatives of their respective chapters.</p>
	<p>AOB</p> <p>Matteo reminds Juanjo to answer question about roadmap. To be discussed off-line.</p>
	<p>How to make it easier how to find information</p> <p>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!!!)</p> <p>Actions to take:</p> <ul style="list-style-type: none"> • 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) <p>AP - Telefonica to prepare a plan for implementing the above actions.</p> <p>Discussion on the appropriateness of using pdf generated files took place.</p> <p>AP - send email to Arian on the matter</p>
	<p>“State of the art analysis” (D.2.6.a) - month 18</p> <p>We have to start planning/working on this deliverable. Following is the description of this deliverable in the DoW:</p>

	<p><i>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.</i></p> <p><i>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.</i></p> <p>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).</p> <p>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 was planned to be delivered in this follow-up confcall but TID hasn't been able to make it. TID to try it for the next follow-up confcall.</p>
	<p>Next General Assembly</p> <p>AP - Juanjo to launch thread of discussion on the email.</p>
	<p>Risk management plan - organization</p> <p>The document in its present status is here:</p> <ul style="list-style-type: none"> • https://docs.google.com/spreadsheet/ccc?key=0AhTmk3UgJVcbDlXU05GbnZwb2duZ3RycWdhMmtmaVE#gid=0 <p>On our weekly confcall we will prepare beforehand a number of items for discussion (10?)</p> <p>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.</p> <p>AP- Telefonica to define the meaning of the terms (risk, impact, high, low, medium...)</p> <p>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.</p>

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 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 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:	All WPL/WPA

	<ul style="list-style-type: none"> - Identify a responsible partner per WP - Provide the inputs required in the wiki - Review content and format requirements 	
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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=0ArcymbqnpOfkdGJqeEFibINEUkdxdkl2NW1sM0FWUUE#gid=0>