

## 1. Meeting Information

|                                  |                                                                                                                                                                  |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Date/Time of the Meeting:</b> | <b>December 11, 2014, 14:30-16:00</b>                                                                                                                            |
| <b>Inviting person:</b>          | <b>Juanjo Hierro</b>                                                                                                                                             |
| <b>Minutes takers:</b>           | <b>Juanjo Hierro, Manuel Escriche, Miguel Carrillo. All the rest helping</b>                                                                                     |
| <b>Purpose of the meeting:</b>   | <b>Chapter/WGs FI-WARE meeting</b>                                                                                                                               |
| <b>Venue:</b>                    | <b>powwownow</b>                                                                                                                                                 |
| <b>Phone details (if PhC):</b>   | <a href="http://www.powwownow.co.uk/sfpdf/en/Powwownow-Dial-in-Numbers.pdf">http://www.powwownow.co.uk/sfpdf/en/Powwownow-Dial-in-Numbers.pdf</a> - NIP = 050662 |

## 2. Attendees

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

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

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

|                |           |   |
|----------------|-----------|---|
| Pablo Honrubia | OgilvyOne | X |
| ilknur Chulani | ATOS      | X |

### 3. Agenda

- Risk management
- Status of bundles
- D.1.1.1 Technical Whitepaper
- FIWARE Catalogue and Academy
- FILAB Monitoring
- Agile dynamics & Backlog Management
- Status of coaching activities and support to evaluation of Open Calls published by FIWARE Accelerator projects
- Status of Roadmap
- Review of APs

### 4. Minutes of meeting

#### Risk Management

Juanjo announced a new strategy on Dec,5

This will be based on the following resources:

- [Dissemination events log](#) (delegated to Nuria)
- [Leaders' karma](#) (managed by TID)
- [GEri karma](#) (managed by TID)

Note that karma can negative or positive. Good performers will score high.

From Juanjo's message:

*"It will be based on scores, a GE owner or the lead/architect/group leader will have a "karma" that expresses the situation and performance in relation with the risks. Please note that there is a direct link between the "empowerment" of the GE owners with the karma status. Those with a good performance will remain trusted and free to act autonomously whereas those with a bad "karma" will be monitored and subject to reviews. "*

*" Eventually, more serious decisions will be taken. As an example, it doesn't make sense that someone leads or play the role of architect in a group if his/her performance has proven to be rather bad during a long period, so better to run an election of a new lead/architect. Besides, there is no reason to accept reported costs in FI-Core about an activity as chapter/wg leader or chapter/architect if the appointed person doesn't work. This is the way to let work those who are doing well while not impacting our image*

*because of those who are doing not so well.”*

*“ This process will also apply to assessment of TID coordination responsibilities, of course. Here, any of the chapter/wg leaders and chapter architects will be entitled to ask for lowering or increasing the karma of any person involved in coordination activities from TID whenever (s)he beleives it would be fair and there are no disagreements from the rest of chapter/wg leaders and chapter architects.”*

Pascal asks to have earlier notice of the events.

Pascal asks to get info from past events (for instance, those posted in basecamp)

Pascal suggests to add internal events (for instance meeting business people at Thales). Miguel disagrees because this out of the scope of the work we intend to do with this.

Philipp asks for a rough table of possible causes/scores. Miguel suggestion is to provide an example in the short term (not a final solution but at least quick and dirty sketch)

## Status of bundles

### Wiki

- Apps (OK):
  - Intro + manual finished
  - TOC of Sanity check fixed by Miguel
- Data (OK):
  - ok to the general section.
  - Install manual ready
- WebUI:
  - One bundle (3D-UI-XML3D Geo Visualization ) has appeared:
    - Intro + manual finished
    - Trivial work pending:
      - [http://wiki.fi-ware.org/3D-UI-XML3D\\_Geo\\_Visualization\(bundle\) - Installation Guide](http://wiki.fi-ware.org/3D-UI-XML3D_Geo_Visualization(bundle) - Installation Guide)
  - GIS and Real virtual interaction bundle
    - Intro ok
    - Manual missing
      - Philipp is hopeful to have this + deployment on FIWARE Lab by the end of the week but it ultimately depends on the GE owner (Toni - Playsign)

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

- Apps: ok
- Data: ok
- MiWi: not ready

- One incomplete
- The other is absent

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

### FIWARE Lab - Bundles

- Data Context Stream - Blueprint : Available
- Wirecloud Monetization - Blueprint: Available
- Business Framework Consumption: Blueprint Available
- WebTundra 3D Virtual Worlds - **Missing**
- XML3DGeoPoiVisualizacion - New - **Missing**

**AP** on Philipp: ask people to make the names consistent. It is difficult to match the name of the bundles on FIWARE Lab with the names of the bundles in the wiki (and nearly impossible for those from outside)

### D.1.1.1 Technical Whitepaper (SKIPPED - JUST A QUICK UPDATE)

**Update on Dec, 11:** the plan is to finish it over the weekend. We skip this part in this meeting and leave it for future reference.

Google docs with current take of Whitepaper available at:

[https://docs.google.com/document/d/15bh83haJcH7uRedcqEO\\_J7Ub89MYQRxjmGWTkZTeEUc/edit?usp=sharing](https://docs.google.com/document/d/15bh83haJcH7uRedcqEO_J7Ub89MYQRxjmGWTkZTeEUc/edit?usp=sharing)

Juanjo sent an email elaborating on the status of several sections. Major weakness in Advanced Web-based UI chapter. A recommendation was made to merge contents of the store linked to open data and the section dealing with publication of open data.

### Following is a revision of the planning (to be reviewed in this meeting):

- ~~Nov 4th~~ -> **Nov 7th**: assignments of responsible of sections (linked to scenarios): responsible (Juanjo) - **Done**
- ~~Nov 10th~~ -> **Nov 21th (partial but major components)** -> **????** (complete): a first take of sections (may be not all but all those necessary to have a relatively complete view of FIWARE): people taking care of each section
- ~~Nov 10th~~ -> **Nov 13th (first take)** -> **Nov 21th (final)**: basic design on how contents will be embedded on the websites (fiware.org and catalogue.fiware.org): Ogilvy - **Done**
- ~~Nov 14th~~ -> Nov 27th: 1st take of contents integrated on websites - in progress

In addition to uploading contents on the website, we have to cope with producing and sending the formal deliverable. This will be produced beginning of next week.

A little bit of delay but all progressing and doing work with Ogilvy.

We need to close this soon, we have a meeting with the accelerators. Juanjo ask Philipp to push his part as it is lagging behind. Thursday is the goal but Philipp sees it as “very challenging”. Juanjo asks to at least concentrate on the introduction and then the “how-to”s could be dealt with later on. To have something to link when people click on the links. Phillips agrees then to have something for Thursday.

All contents of the FIWARE Technical paper will map into pages that will be hosted on [fiware.org](http://fiware.org).

## FIWARE Catalogue and Academy(SKIPPED)

### Catalogue

Comments from Juanjo are needed to proceed with the implementation.

*Davide is in discussions with Ogilvy to see how to organize the landing page of the FIWARE Catalogue (<http://catalogue.fiware.org>). Juanjo: shouldn't we address the creation of sections dealing with Incubated GEs, FIWARE-based domain-Specific Enablers, FIWARE GERis, alternative FIWARE GEis ... Davide: shouldn't we define tags for each of these categories that can be assigned to each entry? The landing page should allow to browse on enablers just based on supported features and allow that for a given set of features, all incubated GEs, FIWARE GERis, alternative FIWARE GEis and FIWARE-based Domain-specific enablers are listed.*

*Milestones: design of FIWARE Catalogue home page (December 1st) - (AP or Davide created in previous meetings)*

### Academy

Migration of the VM hosting the Academy in progress and close to the final steps:

- Monday 15th, starting from 11AM and afternoon the service can be temporary not available
- For the two days after it will be available but NOT for editing contents (data migration, functional testing)
- DNS update
- platform available for editing again

AP on Davide to communicate the timing to the consortium (general list).

A new round of review is started. Missing training material for GEis and feedback on current published courses are communicated to the GEi owner using JIRA issues.

*Regarding the FIWARE Academy Davide explains that his idea is create training materials related on how to create the scenarios. The high level sections fit the FIWARE website. More detailed training courses belong elsewhere (e.g. specialised training resources).*

AP on Davide created in previous meetings - to prepare an example about how the “how-to”s may look like if they are deployed on the FIWARE academy as learning objects. Deadline: December, 1st. - not ready yet. to postpone it because of priority to the Catalogue home page.

## FILAB Monitoring(SKIPPED)

**Update on Dec, 11:** we skip this section and leave it for future reference

### FIWARE Lab

- **INPUT** from
  - [https://docs.google.com/spreadsheets/d/1nI02hcZ79WC5i\\_sYbL1jV\\_aLyF1swcES0P4VQgP-csE/edit#gid=0](https://docs.google.com/spreadsheets/d/1nI02hcZ79WC5i_sYbL1jV_aLyF1swcES0P4VQgP-csE/edit#gid=0)
  - Updated report shared
    - Apps : OK
      - Issue on Spago Deadline: **4Q2014?** - 3Q2015?
      - Juanjo: nothing in the contract but he understood that it would be feasible to deliver something at some of the first minor releases within FIWARE Release 4 (e.g., 1Q2015).
      - Juanjo proposes to at least have something for the 2nd minor release. **AP** to Engineering to prepare a proposal about what could be delivered for the 2nd minor release to be discussed in the next FIWARE Architects follow-up confcall (December 1st).

first deployment

- **C**loud: Infrastructure GEIs
- IoT:
  - IDAS -
  - IoT-Broker
  - IoTDiscovery
  - EspR4FastData
  - MRCoAP
  - EPCGE
  - OpenMTC
  - GPA-ZPA
  - TemplateHandler
- Data
  - CKAN - Deadline **4Q2014?**
- I2ND
  - **4 Kiaras? - What do I do? R: Pier Sent an e-mail this morning to gather further information and solve this issue.**
- Security
  - Idm - keyrock - 1Q2015
  - Access Control - 1Q2015
  - Bundle?
- WebUI - target 4Q2014
  - 2D-UI: **missing product and blueprint**

- XML3D: missing blueprint
- WebTundra: missing product, image and blueprint
- Synch: missing image and blueprint
- CloudRender: missing product and blueprint
- GISDataProvider: missing image and blueprint
- POIDataProvider : Available
- 2D-3D-Capture: missing image and blueprint
- AugmentedReality: missing blueprint
- RealVirtualInteraction: missing image and blueprint
- VirtualCharacters: missing image and blueprint
- Interface Designer: missing product and blueprint
- Bundles
  - Data Context Stream - Blueprint : Available
  - Wirecloud Monetization - Blueprint: Available
  - Business Framework Consumption: Blueprint Available
  - WebTundra 3D Virtual Worlds - Missing
  - XML3DGeoPoiVisualizacion - New - Missing

## Agile dynamic and backlog management(SKIPPED)

**Update on Dec, 11:** we skip this section and leave it for future reference

### Sprint 4.2.1 - Planning: Status

root issue: COR-67: <http://jira.fi-ware.org/browse/COR-67>

1. APP-58 – Closed – feedback on review comment shared: OK
2. CLD-118 – Open – NO feedback on review comments shared
3. DATA-24 – Closed – feedback on review comments shared: OK
4. IOT-63 – Open – NO feedback on review comments shared
5. I2ND: MIND-13 – Open – NO feedback on review comments shared Added comments and entries in Jira.
6. SEC-56 – In progress – NO feedback on review comments shared
7. WEB-32 – In progress – Partial feedback on review comments shared
8. OPS-9 – Open
9. ACA-9 – Closed – Feedback and reaction to review : OK
10. CAT-11 – Closed – Feedback and reaction to review: OK

### Sprint 4.2.1 - Closing - Launched:

- Activities requested to close sprint 4.1.2
  1. Close backlogs issues finished during the sprint
  2. Attendance to sprint closing meeting - when? – Retrospective
    - When?
      - Apps - Wednesday - 11:00 -12:00
      - Cloud - Wednesday - 15:00 - 16:00
      - Data - Tuesday - 11:00 - 12:30

- IoT - Thierry/Carlos
- I2ND - Thursday - 11:00 - 12:00
- Sec - Friday? - 14:00 - 15:00?
- WebUI - Wednesday - 9:00 - 10:00
- Ops - Thursday : 15:30 to 16:30 ,
- Tools - CAT + ACA - 10.00 - 11 Friday 28th
- **Retrospective:**
  - What went well
  - What to improve
- 3. Demo for next Monday
  - Time available: 20 min
  - Structure:
    - 5 min: Context: point in roadmap
    - 10 min: Demo
    - 5 min: Comments/Questions
- 4. Sprint Closing - review
- 5. Effective backlog sprint close in JIRA - Manuel

Issues created:

- root: COR-113 : <http://jira.fi-ware.org/browse/COR-113>
- APP-123, CLD-181, DATA-110, IOT-93, MIND-37, SEC-104, WEB-97, OPS-32, ACA-26, CAT-40

1. Proposal from Alex - to modify issues' description

Current Structure:

- Goal
- Description
- Rationale

Proposed Structure:

- Description

Comment from Juanjo: Rationale was requested by EC

2. Question from Philipp - on how to include Use cases' in JIRA
  - Do we create JIRA users for GE Owners from Use Cases?

3. Proposal from Eliot/Alex for Bugs:
  - Descriptive title for the bug
  - Steps to reproduce the bug/ test
  - Expected result
  - Result that occurred - Include as much information as possible, such as log files, error

- message, screen shots etc
- Severity - this is equivalent to the "priority" field that currently exists in Jira
- Environment details (test environment, build number, OS, etc)

-> comments:

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

Activity in WG - Status:

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

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

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

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

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

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

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

- It has structure
- It has leaderships assigned
- It doesn't reflect activity

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

- It has structure
- Structure misses leader:
  - Campus Party - **who?**
  - Community Management - **who?**
  - Global Events - **who?**
  - Other Events - **who?**

- Off-line Material - who?
- On-line Material - who?
- Paid Media - who?
- Press Relations - who?
- Web Management - who?
- It reflects activity

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

- It has structure
- Structure misses leaderships
  - Bylaws - who?
  - Charter - Joel
  - Comparative analysis - who?
  - Financial model - who?
  - Governance Structure - who?
  - Processes - who?
  - Support Model - who?
  - Trust Label - Franck Le Gall
- It doesn't reflect activity

## Status of coaching activities and support to evaluation of Open Calls published by FIWARE Accelerator projects (SKIPPED)

**Update on Dec, 11:** we skip this section and leave it for future reference

Stefano: Some of the FIWARE Accelerator projects are completely expecting support from FIWARE experts regarding evaluation of the "Relevance to FIWARE" criteria while some others have arranged the hiring of independent evaluators to carry out the evaluation of such criteria. The EC has stated that if evaluators are provided by the projects, then they have to be trained and "approved" by FIWARE.

It was agreed to have a confcall tomorrow morning because we need to come with a concrete proposal to the meeting with FIWARE Accelerator projects that will take place in Coimbra this Thursday-Friday.

Some possible discussion points for tomorrow:

- Do external evaluators need to be approved by FI-WARE? (especially the ones that claim FIWARE expertise). If so how?
- Are the trainings in bootcamps enough to make external evaluators knowledgeable enough to evaluate FIWARE criteria? or do they need some additional tips (such as just deployment on FIWARE, or usage of only IDM is not sufficient etc..)
- Do we still need an approval mechanism for evaluators trained in bootcamps?
- At what point should the coaches be involved for the projects that seems to have planned their evaluation process in great detail and recruited external evaluators?
- What is the best way to get clarification on coaching related issues? is the mailing list the

only tool? should we have some periodic calls, etc?

## 5. Status of Roadmap

This is the schedule for each one of the deliverables(one per chapter):

- 1/Dec - People start creating backlog items in the wiki and JIRA(some have done part of this already)1/Dec - The chapter leaders start reviewing the text and creating the structure on the wiki roadmap
- 3/Dec - The chapter leaders have reviewed the text part of the roadmap pages and created the tables
- 15/Dec - The Roadmap is complete, the backlog items of the GERis are on JIRA and the wiki
- 17/Dec - A draft of the deliverables are ready for review - the WPL has created it already.
- 19/Dec - Delivery to the EC

| CHAPTER                                  | STATUS<br>(if there is a foreseen delay, state it)                                                                                                                                              |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| WP 1.2 Cloud Hosting                     | Skeleton updated, table created, most of the features/epics already populated in the wiki. Expect to be done for all GEs by Sunday.                                                             |
| WP 1.3 Data/Media and Context Management | Tables have been created. All Information from 4 out of 8 GEs completed already in wiki and Jira. Remaining GEs committed to complete by Friday this week.                                      |
| WP 1.4 IoT Services Enablement           | <Thierry to fill it in>                                                                                                                                                                         |
| WP 1.5 Advance Web-base User Interfaces  | Internal discussions ongoing, results will be added to the pages early next week.                                                                                                               |
| WP 1.6 Apps/Service and Data Delivery    | Tables created; all features and epics have been created in the wiki + JIRA and linked from the table in the wiki; the textual part still needs to be created for 3 out of 6 GEs. Monday is OK. |
| WP 1.7 Security                          | Technical Roadmap for Security Chapter is under finalization. Work items due by WPL                                                                                                             |

|                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                    | <p>were performed according to set deadline. Textual part is there except for SecMon GE. As for the table with mapping of the features some GE owners did already complete it. Some others are still working on it (especially populating the wiki with the features to be referred there). Overall the SEC Chapter Technical Roadmap is in good shape and GE owners are all active to get it completed asap with target to meet the deadline set. WPL is actively checking and reviewing progress.</p> |
| WP 1.8 Advanced Middleware and Interfaces to Networks and Robotics | <p>Table created, GE owners instructed to create inputs in wiki (then to port on JIRA - taken in charge by WPL). Difficult to complete by Mon 15, completion by Thu 18 possible (will be asked to GE owners to speed up).</p>                                                                                                                                                                                                                                                                           |

## 6. Action Points

**NOTE:** these are the last minutes of meeting with a table of APs. These will be followed up in the future using the JIRA projects of each chapter.

APs from this meeting

| Code                    | Description                                                                                                                                                                                             | Owner   | Deadline | Status |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------|--------|
| <a href="#">WEB-130</a> | Ask people to make the bundle names consistent. It is difficult to match the name of the bundles on FIWARE Lab with the names of the bundles in the wiki (and nearly impossible for those from outside) | Philipp | 16/Dec   | open   |
|                         |                                                                                                                                                                                                         |         |          |        |
|                         |                                                                                                                                                                                                         |         |          |        |

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|  |  |  |  |  |

From previous meetings

| Code                                                                                            | Description                                                                                                                                                                                                              | Owner                                 | Deadline | Status                                                                                                                                  |
|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">SUPP-88</a>                                                                         | Reverse alphabetical order in the combo box in the forge "Quick jump to"                                                                                                                                                 | Miguel                                | N/A      | Pending on Bitergia                                                                                                                     |
| <a href="#">COR-124</a>                                                                         | See what to do with the private wiki                                                                                                                                                                                     | Miguel                                | N/A      | Open                                                                                                                                    |
|                                                                                                 |                                                                                                                                                                                                                          |                                       |          |                                                                                                                                         |
| <a href="#">CAT-7</a>                                                                           | First take of the catalogue landing page connected to FIWARE developer's page on the FIWARE website - it depends on availability of 1st take of the FIWARE white paper on Thursday-Friday this week.                     | Davide                                | 10/Nov   | on hold for a few days now. Impeded, waiting for Juanjo's whitepaper.<br><br>Now this is starting to move.<br><br>Presented the 1st Dec |
| <a href="#">COAC-3</a><br><a href="#">WC-6</a><br><a href="#">WD-3</a><br><a href="#">SUS-3</a> | Provide structure of components to set up JIRA in each chapter<br><br><ul style="list-style-type: none"> <li>• Coaching</li> <li>• Collaboration</li> <li>• Dissemination (VACANT!)</li> <li>• Sustainability</li> </ul> | Leandro<br>Nuria<br>Vacant !!<br>Joel | 31/Oct   | All - not done                                                                                                                          |
| <del><a href="#">COR-61</a></del>                                                               | <del>Email update on bootcamps &amp; startup weekends</del>                                                                                                                                                              | Juanjo                                | 31/Oct   | <del>Juanjo - not done</del><br><br>Deprecated - it does not make sense after all this time.                                            |

| <a href="#">COR-18</a><br><a href="#">LAB-2</a><br><a href="#">IOT-17</a><br><a href="#">DATA-6</a><br><a href="#">LAB-3</a><br><br><a href="#">MIND-3</a><br><a href="#">LAB-4</a><br><br><a href="#">WEB-5</a> | Put FIWARE Lab in order. Use Manuel's report as the reference.                                                                                                                | Miguel, many CHLs | 24/Oct | Henar - done<br>Pier - N/A<br>Thierry - not done<br>Sergio - done<br>Philipp - not done (check - Philipp claims that it is closed)                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">WC-3</a>                                                                                                                                                                                             | Create a framework of cooperation with ICT Labs                                                                                                                               | Nuria             | 24/Oct | Nuria - not done                                                                                                                                                                                                            |
| <a href="#">COR-20</a>                                                                                                                                                                                           | Report on the events from the past week by email. Not so urgent.                                                                                                              | Juanjo            | 24/Oct | Juanjo - not done                                                                                                                                                                                                           |
| <a href="#">COR-22</a><br><br>(and linked tickets per chapter)                                                                                                                                                   | The CHLs to check that their WPs have all the deliverables in the delivery timeline and that the dates are correct and add a comment to the ticket in coordination to confirm | CHLs              | 22/Oct | Alessandro - done<br>Alessandra - done<br>Davide - done<br>Sergio - done<br>Juan - done<br>Alex - not done<br>Thierry - not done<br>Stefano - not done<br>Pier - done<br>Pascal - done<br>Joel - done<br>Philipp - not done |
|                                                                                                                                                                                                                  |                                                                                                                                                                               |                   |        |                                                                                                                                                                                                                             |
| <a href="#">WEB-79</a>                                                                                                                                                                                           | Create bundles                                                                                                                                                                | Philipp           | 7/Nov  | Philipp - partially done                                                                                                                                                                                                    |

|                                                                                                                                                                                                                   |                                                                                                                          |         |        |                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|---------|--------|------------------------------------------------------------------------|
| <a href="#">CLD-162</a><br><a href="#">DATA-79</a><br><a href="#">IOT-90</a><br><a href="#">WEB-81</a><br><a href="#">APP-107</a><br><a href="#">SEC-86</a><br><a href="#">MIND-34</a><br><br>Need more chapters? | Contribute to white paper                                                                                                | CHL     | 12/Nov | Ongoing                                                                |
|                                                                                                                                                                                                                   |                                                                                                                          |         |        |                                                                        |
| <a href="#">WEB-106</a>                                                                                                                                                                                           | Publish the bundles of his chapter on the catalogue                                                                      | Philipp | 1/Dec  | Open                                                                   |
| <a href="#">WEB-107</a>                                                                                                                                                                                           | Make the bundles of his chapter available on FIWARE Lab (recipes. images...)                                             | Philipp | 1/Dec  | Open                                                                   |
| <a href="#">CAT-39</a>                                                                                                                                                                                            | Design of FIWARE Catalogue home page (December 1st)                                                                      | Davide  | 1/Dec  | Done - first version presented                                         |
| <a href="#">ACA-27</a>                                                                                                                                                                                            | Prepare an example about how the “how-to”s may look like if they are deployed on the FIWARE academy as learning objects. | Davide  | 22/Dec | postponed due to priority on Academy migration and Catalogue home page |