**Contributor Experience SIG**
**Subproject: events**


**Meeting Info:**
Monday @ 10am PT - Amsterdam
zoom: https://zoom.us/j/702991595
Phone only: +1 669 900 6833 US (San Jose)   +1 646 558 8656 US (New York)
Meeting ID: 702 991 595


**Resources:**
1. Website:
   EU 2020
   https://events.linuxfoundation.org/kubernetes-contributor-summit-europe/
   Registration Links - EU 2020:

| New Contributor | http://www.cvent.com/d/3nqnbs/4W |
|---|---|
| Active Contributor | http://www.cvent.com/d/snqnbs/4W |
| Staff | http://www.cvent.com/d/dnqnbs/4W |
| Diversity Scholarship | http://www.cvent.com/d/xnqnbs/4W |

2. Project board [see below for labels, etc.]
3. CNCF Tracking Sheet
   a. Europe
   b. China
   c. North America
4. **YouTube playlist** (past meetings)
5. General role and team information README
6. Role descriptions and expectations can be found in the events-team folder, along with:
   ● Best Practices
   ● Registration
   ● Marketing Materials
   ● Marketing comms timeline


**Key Dates:**

Slack: #summit-staff (moderated; only us); #contributor-summit (all traffic directed here)

**Project Management:**
Labels: area/contributor-summit (all things summit; example: rolebooks), area/na-summit (this summit only)
Milestone: TODO:???

Board: https://github.com/orgs/kubernetes/projects/21#card-22866961

# April 27

Attendees:
- Dawn Foster
- Bob Killen
- Jeffrey Sica
- Marky Jackson
- Deb Giles
- Jorge Castro
- Amanda Katona
- Jonas Rosland
- Tim Pepper
- Jason DeTiberus

Agenda
- Virtual conference software - notes for KubeCon / CNCF:
    - RH has been experiencing a lot of bugs / issues with Intrado, so it's worth feeding some of this info back to the CNCF. Chat is fairly primitive. A dry run day is really valuable to do with more people than the events team. There are some limits on interactive sessions vs. pre-recorded.
    - Action: Josh B. to send some feedback from RH about this software to CNCF.
    - Assumption is that Contrib Summit will use Zoom.
- Lead Updates
    - Need to open up the CFP again next week - beginning of May.
    - Rethinking Contrib Summit:
        - We don't necessarily need to replicate the in person experience 100%
        - Should we consider breaking it up over something like a week with a few hours per day? But this might overlap with other KubeCon events. People are really Zoomed out at this point? Other groups are looking at doing things, too. Could we do this the week before? Should we just not have a virtual summit? We could still do the virtual NCW a month before.
        - Maybe we should send a recommendation to k-dev with some options for what might replace it.
        - Possibly advocate for "hallway track" activities
            - Games / k8s discord
            - "Bug party" or hackathon for a day
            - Talk to other random folks
            - Exchange friend codes for animal crossing
        - Do some office hours type of events for sigs
        -
- CNCF Updates

- NCW Updates
  -
- Current Content [yang]
  -
- Communications [Amanda]
  -
- Reg Updates [nabarun]
  -
- Anything else?

# April 20

Attendees:
- Bob Killen
- Dawn Foster
- Nabarun Pal
- Kim McMahon
- Deb Giles
- Jonas Rosland
- Amanda Katona
- Ihor Dvoretskyi

Agenda
- Lead Updates
  -
- CNCF Updates
  - Updates needed for reg form and website - Need by next Monday, April 27, to be ready for Monday, May 4 launch: https://docs.google.com/document/d/1SsjxlDwKBGUj2P5pjtPVicfdvnk2A05C93xMsoTSrgw/edit
  - Space Review: https://docs.google.com/spreadsheets/d/1u2lsXo6uuzrPSJF9L2UOXkiaFTAUX8hJgGuXeHFuYuo/edit#gid=928138801
    - Needs to be done by next week
  - KCS NA Save the Date Website is Live: https://events.linuxfoundation.org/kubernetes-contributor-summit-north-america/
- NCW Updates
  - Need update for general comms message
- Current Content [yang]
  -
- Communications [Amanda]
  -
- Reg Updates [nabarun]

- Reviewed the registration form. The updates needed are listed on the above Event Updates doc.
- Anything else?

# April 13

Attendees:
- Jason DeTiberus
- Marky Jackson
- Chris Short
- Cody Crudgington
- Amanda Katona
- Jorge Castro
- Nabarun PAI
- Arnaud Meukam
- Jonas Rosland
- Nabarun Pal

Agenda
- Lead Updates
  - New Timeline (Draft) https://docs.google.com/spreadsheets/d/1L5v2NbGFvhUyKWMnfB8FFi7mshRPRVk433ZsnWty8Ys/edit#gid=0
  - Aim to get comms out within a week. Message consistent with CNCF: Planning both in person and virtual, decision to be made lockstep with Kubecon's decision
- CNCF Updates
  - Happy Monday! I will be unable to join today's meeting. All actions are currently on hold until the new EU plan has been confirmed. Once you know what the event is going to look like, I'll need updated copy for the website and reg form, along with email content to send to those already registered, explaining the shape of the new event, and we get it executed. Let me know if you have any other questions. Thanks!
- NCW Updates
  - Met up with Mentoring on Friday, PR to move NCW content done https://github.com/kubernetes/community/pull/4713
- Current Content [yang]
  -

- Communications [Amanda]
    - Blog/k-dev email next Monday goal, 4-20
    - Tweet is done:
    - Need to sync with Deb about what the virtual date would be (would this move to the Monday if it's virtual?)
- Reg Updates [nabarun]
    - No updates
    - Timeline LGTM reg wise
- Anything else?

# March 30

Attendees:
- Bob Killen
- Arnaud Meukam
- Nabarun Pal
- Dawn Foster
- Guinevere Saenger
- Deb Giles
- Cody Crudgington••
- Marky Jackson

Agenda
- Lead Updates
    - Oh snap: We have new dates.
    - Let's just take a mulligan.
    - Going to reach out to each person individually to confirm they can staff or not. I want to stress: **Do not feel compelled or obligated if it will overtax your time** This is a totally awkward/uncharted situation and essentially you'll have committed to summit for ~9mo. Oof.
- CNCF Updates
    - EU Reception - Only available on night of event, August 13.
    - Updates for website/reg form, once ready - https://docs.google.com/document/d/1SsjxlDwKBGUj2P5pjtPVicfdvnk2A05C93xMsoTSrgw/edit
    - NA Update: Space available for KCS on Monday, with a few meeting rooms on Tuesday.  Are we ready to launch the Save the Date website?  Yes
- NCW Updates
    - Engaged with Mentoring re: moving things under their umbrella.
- Current Content [yang]

- Communicated with speakers for the virtual for the past few weeks, less than a half of them onboarded, but we canceled the event later and notified them as well
- It's tricky on choosing a time to check with speakers again or open another CFP
- (please note other things here as I will check later)
- Communications [Amanda]
    - New blog/comms? We are following KubeCon lead?
    - AMS - comms for Current Contribs is A-OK, but 99.99% I would not internationally travel in August + peanuts.
- Reg Updates [nabarun]
    - Ask attendees by email whether they will be attending on the new dates
    - Restart registrations
- Anything else?


# March 23

Attendees:
- Alison Dowdney
- Dawn Foster
- Deb Giles

Agenda
- ¯\_(ツ)_/¯
- CNCF Updates
    - No updates.  Let me know when you're ready to launch something and we'll start executing from our side.
- NCW Updates
    - Postponing indefinitely till sometime around may-june
    - Handover to sig-contribex mentoring subproject


# March 16

Attendees:
- Jeffrey Sica
- Puja Abbassi
- Kim McMahon
- Deb Giles
- Dawn Foster
- Tim Pepper
- Chris Short
- Nabarun Pal
- Amanda Katona

Agenda
- Welcome / Lead

- 

    

- Content [yang]
    - Stay in EU time zone
    - Ask for "suitable" time slot to shift schedule (e.g. west coast speakers towards end of day)
    - Offer option of pre-recorded talk + virtual/async Q&A
    - Send out mails today!
    - Try to get answers by Wednesday as we have schedule pressure
- CNCF [deb]
    - CNCF is working through reschedule dates.  Update to come soon!
    - Will need to review change to SIG meetings and space, once dates are confirmed.
        - NCW would be completely online, and use those rooms for SIGs and current contributors
- Reg [nabarun]
    - We need to vet our options.
        - Whether to relaunch reg completely for new dates?
        - Or, mail attendees whether they are still interested and open reg again? We do have space in Active Track even now.
    - CNCF to build new reg form for postponed date activities
- Comms [amanda]
    - I have no idea what needs to be done :) I am mostly around until April 1.
    - Comms would coincide with CNCF reg form. (week of March 23)
    - NCW101/201 [rael/alison]
    - Do we separate NCW from Current Content?
        - Do it on Sunday and record it.
        - Re-record it in summer and iterate.
        - Goal is to get NCW solely online.
- Meet & Greet [jason]
    - 
- Unconference [cody]
    - 
- D&I [marky]
    - 
- What else

# March 2

Attendees:
- Bob Killen
- Marky Jackson
- Puja Abbassi
- Dawn Foster
- Alison Dowdney
- Jason DeTiberus
- Deb Giles
- Peeyush Gupta
- Nabarun Pal
- Arnaud Meukam
- Tim Pepper
- Carlos Panato
- Chris Short

Agenda
- Welcome / Lead
    - Let's talk about Amsterdam. :)
    - [https://docs.google.com/document/d/1FH24lkoLS0mQcXNhYbk08L9qXzjrCaVgnCGwGSirGmc/edit](https://docs.google.com/document/d/1FH24lkoLS0mQcXNhYbk08L9qXzjrCaVgnCGwGSirGmc/edit)
    - 
- Content [yang]
    - Yang and Taylor could not make it to AMS for on-site operations
- CNCF [deb]
    - Ribbons
        - New Kubernetes Contributor and Active Kubernetes Contributor or Kubernetes Contributor for everyone
    - Reception Prizes - Need to be finalized today in order to arrive at the venue before shipment deadline
- Reg [nabarun]
    - Nothing new with respect to New registrations
    - Waitlisted NCW registrations on cevent
    - Awaiting diversity registrations for approving existing waitlisted NCW registrations
    - Will be toning down expectations if diversity registrations don't show up
- Comms [amanda]
    - Comms strategy for Plan B.

- Cannot go to SCaLE, and will need to work on Google doc for Know Before You Go
- AK not going to Amsterdam.

NCW101/201 [rael/alison]

-

- Meet & Greet [jason]

    -

- Unconference [cody]

    -

- D&I [marky]
    - Wendi West from the CNCF has sent out the D&I email
- What else

    -

# Feb 24

Attendees:
- Bob Killen
- Marky Jackson
- Nabarun Pal
- Dawn Foster
- Jonas Rosland
- Amanda Katona
- Peeyush Gupta
- Arnaud Meukam
- Kim McMahon
- Cody
- Deb Giles

Agenda
- Welcome / Lead
    - Huge push this month, thank you all for really getting things done
    - Detail work left:
        - Day-of Ops
        - Bingo Prizes
        - NCW Content Review
        - Commmmmmmmmms
    -
- Content [yang]
    - Schedule published on sched https://kcseu2020.sched.com/grid/

- Suggested a few proposals to re-submit at unconf
- CNCF [deb]
    - March 3 - Need to have Bingo prize list finalized by. Who is taking the lead on this so I can work with them? Jeff, Bob, Dawn
        - Day of team to run bingo the night of
    - Onsite venue walk-through - Sunday, March 29, 3:00pm - Let me know if you want to be added to the calendar invite
    -
- Reg [nabarun]
    - Statistics: [RegStats](RegStats)
        - Total: 282
        - Active: Total - 172, Approved - 151, ~80% capacity filled
        - NCW 101: Total - 58, Approved - 30, Waitlist - 28, ~46% capacity filled
        - NCW 201: Total - 52, Approved - 40, Waitlist - 12, ~62% capacity filled
        - Diversity: Total - 0
    - NCW track registrations are being waitlisted at the moment to give chance to diversity attendees to register
    - Checked with Deb about the registrations in the Diversity track. None as of now. Toning down the expectations since there are a lot of attendees in Waitlist in the NCW tracks.
- Comms [amanda]
    - Diversity and Inclusion emails wrote and off to Wendi via Kim/Marky
    - Schedule tweets, comms, k-dev blog all posted last week
    - At SCaLE - work on the know before you go email, getting schedule made
    - Amanda will not be in Amsterdam :) Boooooo peanuts.
- NCW101/201 [rael/alison]
    - Content Proposal ready for input into sched
    - Have assigned sections of the NCW to people to present
    - Slide work beginning soon
    [Copied the above from Slack]
- Meet & Greet [jason]
    - We have 19 responses so far, and will get started on bugging the missing SIGs/WGs this week:
        - 10 SIGs have signed up, 12 missing
        - 6 WGs have signed up, 5 missing
- Unconference [cody]
    - App found that looks promising (Poll Everywhere)
    - Night of unconf, Unconf staff will collect unconference
    - As topics are acquired we'll add to the app
    - Potentially get go.k8s.io url for unconference voting
- D&I [marky]
    - CNCF has draft email for D&I
    -

- What else
    - Day-Of Ops
        - Have Day-Of ops hand out and promote Bingo at social

# Feb 17 (ASYNC Meeting, Zoom Canceled)

Attendees:
-

Agenda
- Welcome / Lead
- Content [yang]
    - CFP form closed and review done, thanks puja, bob, jeefy
    - Draft schedule sent to speakers for confirmation last Friday https://docs.google.com/spreadsheets/d/e/2PACX-1vQvjNnDKUUY0dVuyxNXH3oGLdBbxiCcfJbe9OIITy5ej-AuuJezf2XtqRvqBviUMgFgeaG3eNBkraSX/pubhtml?gid=889462000&single=true, updated till 9 AM PT Monday
    - LTS session might be shortened to 25 mins after their meeting on Tue, will accept another 25 mins session if so
    - Programmed sessions on sched https://kcseu2020.sched.com/grid/
- CNCF [deb]
    - All AV, recording, room layout, and signage requests need to be made by today! I am not able to join the call but please ensure that everything you need for each room is listed correctly in this doc, including the names of what is going on in the room to be used for all signage.
    - Let me know when Sched is finalized and I'll add it to the website for promotion
    - March 3 - Need to have Bingo prize list finalized by
    - I am traveling but available via Slack on IST time if anything else comes up this week.
- Reg [nabarun]
    - Statistics: RegStats
        - Total: 224
        - Active: Total -136, Approved - 125, ~66% capacity filled
        - NCW 101: Total - 42, Approved - 26, ~40% capacity filled
        - NCW 201: Total - 43, Approved - 30, ~46% capacity filled
        - Diversity: 0
    - **No diversity registrations yet.**
        - Low lead registrations (24/90 ~ 27%)
- Comms [amanda]

- Summit added here:
  [https://www.cncf.io/community/kubecon-cloudnativecon-events/](https://www.cncf.io/community/kubecon-cloudnativecon-events/)
- NCW101/201 [rael/alison]
  -
- Meet & Greet [jason]
  - We are up to 17 responses for the M&G, which is definitely an improvement compared to last time for number of responses for least amount of effort. That said, it is still pretty disappointing that SIGs/WGs don't seem to be more responsive for this, especially when one of the topics at the TL/Chair meeting is around growing the respective communities.
  - We are going to start doing more targeted nagging this week for the SIGs/WGs that have not been responsive so far.
- Unconference [cody]
  -
- D&I [marky]
  - Working with comms to get draft email to CNCF
    - Kim will work with comms team to get draft to Wendi West at the CNCF
- What else
  -

# Feb 10

Attendees:
- Deb Giles
- Dawn Foster
- Alison Dowdney
- Arnaud Meukam
- Nabarun Pal
- Puja Abbassi
- Marky Jackson
- Kim McMahon
- Jason DeTiberus
- Bob Killen
- Amanda Katona
- Chris Short
- Carlos Panato

Agenda
- Welcome / Lead
  - Swag Update
    - Shirts are in production and things are looking good!
  - CFP decisions
    -

- Seven Weeks
    - We're 7 weeks out - need to make sure we keep track of everything. It's coming up quickly!
- Day-of Ops
    - Carlos is going to help out with day of, and we need a few more people, but not as many as San Diego.
- Social activity overview
    - Contract was just signed.
    - Venue games
        - Do we have to rent the games? Last page of the brochure shows foozball with a cost.
        - There will be some games available. Deb is working on finalizing this. Some we'll rent from them, others we'll order from Amazon. We can add this to the website.
    - Unconf board walk
    - Bingo
        - Alison will help, but we need more than just her to hand them out, collect them, and run the process.
        - The prizes are where the costs are. We did 5 big and 5 little for San Diego. This should NOT be first one filled out to get the prize. People would enter a drawing for a prize at the end of the night so that people keep mixing until the end of the event. Maybe only do prizes for the blackout? Maybe 3 big prizes. Maybe if you complete it, you get something small (socks, sticker, keychain, something) and are entered to win a big prize.
    - Group Trivia
        - Get people who don't know each other on the same team. Paris, Jorge, Amanda have k8s questions, but we could also do general categories, too. This would be pub / bar style trivia games. The catch is that we would need somewhere quiet to do this. It would also be a smaller subset of people, not everyone.
        - We're not sure this will have the desired effect, so we should nix this for AMS.
        - Decided to remove this and wait until we have more time for planning at a future event.
    - Deb will price all of this out and bring it back to see what we can do within the budget.
- Content [yang]
    - 25 proposals
    - Initial pass done, 12 hours (2 tracks each 6 hours) content can be filled with current speakers (folks who answered "I'll lead it"), but will continue do further review

- We need to confirm how many sessions we actually have to fill from the CFP because most people selected 55 min talks. Need to adjust the schedule for timing.
- We can ask people to do a shorter session if needed, but we need to apply a bit of judgement on these. Some topics might be ok for shorter talks, and other might be better for longer ones.
- We need a better process for this to allow other people to review and provide comments. We need to select the sessions in the next day or 2 so that we can contact speakers and announce on the 14th.
- Ok to either closing cfp now but accept any exceptions or extending one more week, consider sending an update to k-dev with this and more?
  - We have enough, let's close the CFP.
  - We aim to fill roughly 1 ½ tracks as we want to fill the rest with conference
- Reviews
  - We want to finalize the schedule by mid-week to announce at the end of the week.
  - There's a review score column where you can +1 for a proposal
  - Puja: I would propose everyone who has comments adds a column to the end of the CFP sheet and adds their comments in that column
  -
- CNCF [deb]
  - CFP is now closed.  Is there a content meeting this week to discuss rooms/schedule/AV/etc. That I can join?
    - All AV, recording, room layout, and signage requests need to be made by Monday, February 17
  - Are we doing bingo cards and prizes at the reception again?  Yes.
  - China Space - Currently reviewing with hotel, update beginning of March
  - NA Date selection (Monday or Tuesday) by end of January
    - Deb looking into space options currently, update beginning of March
- Reg [nabarun]
  - Statistics: RegStats
    - Total: 202; Processed: 189
    - Active: Total - 113, Approved - 104, ~55% capacity filled
    - NCW 101: Total - 40, Approved - 25, ~39% capacity filled
    - NCW 201: Total - 34, Approved - 30, ~46% capacity filled
    - Diversity: 0
  - Expecting diversity registrations this week.
    - Emails to diversity scholars need to go out. AI?
  - Paused NCW registrations until diversity applications come in.
  - Low lead registrations (22/90 ~ 25%)
- Comms [amanda]
  - Done: Summit was talked about during the last CNCF marketing call with a call to action for marketers to help spread awareness of the event.

- Action Item: Leads need to work with Comms to get communications out through SIG leads and other channels.
- @Kim when is the next newsletter going out? Will it go this week or next week?
    - Planning on this Friday after the schedule is announced, but Kim will work with Amanda on timing to make sure that we get the schedule in the newsletter.
- We need the blog draft this week, and finalized. Let's do this!
- NCW101/201 [rael/alison]
    - Last week we kicked off the [NCW workshop meetings biweekly](#)
        - Everyone should review these notes!
    - Have had good momentum with the content proposal
- Meet & Greet [jason]
    - 14 respondents without individually reaching out to people, so we're in good shape so far. It's also on the agenda for the next SIG lead meeting, and after that we'll start nagging on an individual basis.
    - Signs, stands, and buttons (like from San Diego) will be available from Deb.
- Unconference [cody]
    - No update.
- D&I [marky]
    - Met with Kim this morning. D&I scholarships for CNCF have closed, and we'll reach out to them to attend the Contrib Summit.
- What else

# Feb 3

Attendees:
- Jason DeTiberus
- Jeffrey Sica
- Bob Killen
- Amanda Katona
- Marky Jackson
- Chris Short
- Arnaud Meukam
- Cody Crudgington
- Nabarun Pal
- James Munnelly
- Chris Short
- Kim McMahon
- Tim Pepper
- Alison Dowdney

Agenda
- Welcome / Lead

- Blog post is due Feb 14th, want a rough draft done this week [jeff]
- Swag update [bob]
    - Some issues with amount of color and design -- Josh and Deb are working on resolving ASAP
- Content [yang]
    - 11 proposals so far
    - will need to go to every sig/wg to ask, could have a sheet to divide and conquer like san diego
- CNCF [deb]
    - [Social Venue brochure](#)
    - Are we doing bingo cards and prizes at the reception again?
    - Reg links post above for quick reference, especially staff and diversity scholarship
    - Will the SIG M&G be be just SIGs or SIG + WG?  Will be SIGs and WGs.
        - Any new being added to [this list](#) before the event? No
    - NA Date selection (Monday or Tuesday) by end of January
        - Deb looking into space options currently, update end of February
- Reg [nabarun]
    - **Registration Bug**: In the New contributor track, the form is accepting entries even if no workshop (neither 101 nor 201) is chosen. - This has been completed!
    - Registrations Processed
        - Total: 108
        - Active: Total - 64, Approved - 59, 31% capacity filled
        - NCW 101: Total - 17, Approved - 17, ~25% capacity filled
        - NCW 201: Total - 24, Approved - 24, ~37% capacity filled
        - Diversity: 0 (since Diversity Scholarships results are due today, we should start promoting this week)
        PS: Numbers above may not add up as we have 3 registrations who did not choose either of the NCW workshops. Will be sending emails to them.
- Comms [amanda]
    - Talked with Jessie/Kim/Deb about streamlining processes to help promote Summit.
    - Contributor Summit mash up - connecting with Kim/CNCF about doing this to help get greater visibility.
        - Would come out 2 months after AMS and be used to help promote Boston
    - Feb 5 CNCF Marketing Committee meeting will include Contributor Summit slide
    - Feb 14 CNCF Newsletter will include info on Contributor Summit
    - Blog in process. I can help… Jeff, do you have a link to where this should be started at? I am confused where stuff gets saved - newbie ?
    - CFP closes on the 7th so we should probably send out one more blast about that [jeff]
        - Jorge following up on the NL blast to chairs
- NCW101 [rael]

- -
  - NCW201 [alison]
    - Setup the meetings for NCW
    - Tomorrow will be going through the Content Proposal
    - Focus on getting the content Proposal polished in time for the schedule release
  - Meet & Greet [jason]
    - Already have 7 responses for the M&G form, looks like the new Chair/Lead communication is starting to bear some fruit.
  - Unconference [cody]
    - 
  - D&I [marky]
    - 
  - What else

# Jan 27

Attendees:
  - Nabarun Pal
  - Jonas Rosland
  - Bob Killen
  - Alison Dowdney
  - Dawn Foster
  - Deb Giles
  - Arnaud Meukam
  - Amanda Katona
  - Chris Short
  - Marky Jackson
  - Jason DeTiberius
  - Jorge Castro
  - Tim Pepper
  - Cody Crudgington

Agenda
  - Welcome / Lead
    - Recruit note-taker and make sure the recording is started.
  - Content [yang]
    - 8 proposals so far

- will need to go to every sig/wg to ask, could have a sheet to divide and conquer like san diego
- CNCF [deb]
    - [Website and registration open today!](#)
        - The website and registration are now live!! https://events.linuxfoundation.org/kubernetes-contributor-summit-europe/
        - If you'd like additional edits to the website, please create a comment on this doc, and we can implement the changes! (https://docs.google.com/document/d/1eKe0qC4y9YATJXDoqRZKztSPzBmdxGZBKZpH18eOafU/edit)
    - Evening Reception Location
        - [Stranzuid](#), located behind the RAI
        - Waterfront with Indoor/Outdoor space (It's cold in March! Room for everyone inside if people don't want to be outside)
        - Can bring games in
        - Have the whole space rented \o/
        - Will not be used by anyone else.
        - We can have it be for under 21+ - people will need to bring ID.
    - 2020 Branding Options for review. Please comment with your feedback by Wednesday 10am PT so we can finalize a logo for each event. Branding is consistent with the EU 2020 look & feel
        - [China Branding Options](#)
        - [NA Branding Options](#)
    - NA Date selection (Monday or Tuesday) by end of January
        - Deb looking into space options currently
        - [Bob] Will be sending out email today, was slightly delayed for other reasons.
    - [Bob] Swag link?
        - Shirts:
            - https://districtclothing.com/p/8070_BlackFrost
            - https://districtclothing.com/p/8077BlackFrost
- Reg [nabarun]
    - Registration Approvals tab in Planning Sheet has been updated with the computed columns required for help with Registration Approvals
        - [KCS EU 2020 - ContribEx Planning Doc](#)
- Comms [amanda]
    - [Bob] May need to be more aggressive with comms for CFPs.
        - Current: 6 proposals [Jan 27]
        - AK - we will post in SIGs by end of the week since KubeCon notifications go out today.
    - Deb and Amanda cleaned up the master sheet so ownership is more clear of who does what for newbies.
    - [Jorge] Additional Comms to nominate others to attend to XX

- NCW101 [rael]
    - Alison has been talking to Rael about getting the content meeting scheduled. This really needs to happen very soon. This is true for both 101 and 201.
- NCW201 [alison]
    -
- Meet & Greet [jason]
    - Ready to roll out with bugging SIG Leads this week, and get people registered
    - Calls for volunteers should go out in weekly "Need to know" and chairs/tl meetings.
- Unconference [cody]
    - Whiteboarding/Sticky notes still looking like the way to go
- D&I [marky]
    - Met with CNCF, and CNCF will provide a list of folk for the diversity scholarship.
    - Reaching out to local AMS meetup groups.
- What else

# Jan 20

Attendees:
- Dawn Foster
- Jeffrey Sica
- Chris Short
- Nabarun Pal
- Carlos Panato
- Taylor Dolezal

Agenda
- Welcome / Lead
    - Aim for a quick one today
    - Swag [bob]
    - Second meeting: I need to regen the spreadsheet
- Content [yang]
    - CFPs are open. 5 submissions so far. More should be coming soon.
- CNCF [deb]
    - Registration Form for Testing available via Slack later today (Monday)
        - Registration No Show Fund going to CNCF Diversity Scholarship Fund?

- Thinking yes - this is what we said on the community call, and this seems like the right place for it unless someone has a better option.
- Powerpoint Template (https://drive.google.com/open?id=1TJSn4qTvipUYe_anP6MrlU5vViSZ5CGY)
- NA Date selection (Monday or Tuesday) by end of January
    - Day -1 or day 0 - need to decide by the end of the month.
    - We've always been day 0, but that has always been on Monday.
    - We might be able to have our complete own day on Monday (day -1).
    - A lot of contributors get sucked out for vendor events.
    - Some agreement on the call that Monday would be good, but need to be careful about setting expectations and promoting that it's not on day 0. Some attendees might need to justify the extra day of expense.
- Reg [nabarun]
    - No updates
        - Awaiting permissions on planning doc for automating reg approval process
        - Awaiting reg form for testing
- Comms [amanda]
    - No update - no comms this week. Next big communication is opening up registration to the org.
    - Jorge & Amanda spent time last week merging spreadsheets.
- NCW101 [rael]
    - No update
- NCW201 [alison]
    (Copied over from Slack)
    - still need to get the content/ncw meeting scheduled, Alison can use someone to help champion this? Time zones are hard.
    - need to continue building on the proposal for the ncw
- Meet & Greet [jonas]
    - This will start soon.
- Unconference [cody]
    - No updates - the work here starts later.
- D&I [marky]
    - Marky reaching out to Wendy at CNCF to get diversity scholarships into our registration.
- What else
    - **Action item - Jeefy needs access to record these meetings!**
        - **Onlydole is on it**

# Jan 13

Attendees:
- Marky Jackson
- Nabarun Pal
- Carlos Panato
- Bob Killen
- Peeyush Gupta
- Alison Dowdney
- Chris Short
- Deb Giles
- Arnaud Meukam
- Jorge Castro
- Dawn Foster
- Amanda Katona
- Jonas Rosland

Agenda
- Welcome / Lead
    - Lots of deadlines fast. Nature of the beast, after next Monday things should start to smooth out.
    - Swag [bob]
        - Need to get design and shirt selection by 2/1
    - Meeting time results
        - https://doodle.com/poll/nathspez7khnssgz
- Content [yang]
    - CFP Live Today!
- CNCF [deb]
    - Space confirmed at the RAI
        - NCW 101 and 201 **CANNOT** be combined at any point, will need to do morning session separately
        - Will share SIG M&G floorplan in March to allow pre-planning on placements between two rooms
        - M&G will use ncw rooms which means they will also be split.
        -
    - MUST BE FINALIZED TODAY!
        - Registration Framework - Everyone must have their notes/edits in this doc.  Minimal/no edits will be available during reg form review.
            - Capacities and fee review

- NEEDS REVIEW BY 5pm today
  - [Website Framework](#) - Everyone must have their notes/edits in this doc. Minimal/no edits will be available during website launch.
    - NEEDS REVIEW BY 5pm today
- Upcoming deadlines:
  - Jan 21 - [Registration Open email copy](#)
- Is there an updated CFP close date and schedule announcement date?
  - CFP Close: February 7
  - Schedule: February 14
  - [Sched](#) is built and admin access given to Admins to share with wider team
- Who is the best contact to work with on the different network for NCW discussed in post-event meeting?  Jonas?
  - Currently keeping the same as Barcelona and San Diego.  Need hardline for Harbor Box and solid wifi
  - Harbor box shared binaries sheet, PLEASE ADD YOUR BINARIES here: https://docs.google.com/spreadsheets/d/1_CUFluzIgeHt4vra9hs6OqBqDZQ8oUl9Og-lixkoEAM/edit?usp=sharing
- China and NA space - beginning the venue searches now
  - China Space: Keeping at 2019 space limits - 4 Rooms for 75 rounds
  - NA Space: Keping at 2019 space limits - 1 Room for 450 theater, 2 rooms for 50 rounds, 1 room for 75 rounds, 3 rooms for 75 rounds/fishbowl
    - Are we planning for Monday, November 16 or Tuesday, November 17?
      - Polling k-dev with results by end of January
  - When would you like Save the Date websites live?  Earlier is always better.
  - Event designs currently in progress with Creative team.   Will be shared in #summit-staff once received, for feedback.
- Reg [nabarun]
  - [Registration Framework](#) - TO BE FROZEN TODAY - 5PM PT!
- Comms [amanda]
  - Save the Date went out on Friday
  - CFP email to k-dev today
    - Date reminders
    - Staff thanks
    - SIG M&G signup
- NCW101 [rael]
- NCW201 [alison]
  - Need to set a meeting time: Previously we met during the Content Meeting
    - Both 101,201 and content
  - Setup a [content proposal](#), need everyone in NCW 101 & 201 to help collaborate
- Meet & Greet [jonas]

- Form has been created: https://forms.gle/RHUwLmkY7HDvZK876
- Will open it up for registration next week.
- Adding comms to the comms doc.
- Unconference [cody]
  - From slack: No updates from Unconference, everything going as planned.
- D&I [marky]
  - Met with Kim & Tasha last week for an info dump
  - Started reaching out to various meetup in the Amsterdam area
  - Next up is to start reaching out to local meetups (US)
  - I will reach out to Wendy West from the CNCF
- What else
  - Are we meeting next Monday (US holiday, but not UK/EMEA holiday)?

# Jan 6

Attendees:
- Jeffrey Sica
- Bob Killen
- Jorge Castro
- Amanda Katona
- Jonas Rosland
- Dawn Foster
- Chris Short
- Alison Dowdney
- Arnaud Meukam
- Noah Abrahams
- Tim Pepper
- Nabarun Pal
- Cody Crudgingtong

Agenda
- Welcome / Lead
  - Staffing
  - Meeting time(s) see: https://doodle.com/poll/nathspez7khnssgz
  - NCW Slide Push
  - Blog Post P0
    - Where is skeleton?
- Content [yang]
  - Shadows will be added soon
  - Left some comments on the draft schedule sheet

- CFP form are WIP, [preview link](preview link)
- CNCF [deb]
    - Unfortunately there were no offsite locations available with the size requirements that we need for the event, so we'll need to hold it at the RAI. I am working through space options and we'll be able to match the space that we offered in 2019 (BCN), which may mean a few adjustments in your current content plan, but hopefully we can still make everything you want work. I will share that info with you in the next few days so you can move forward accordingly.
    - Registration doc needs to be reviewed with all edits by January 13 ([https://docs.google.com/document/d/1UZ4fYCMa3jyzbaB2qSKjfBPn8gyBQi3-vS5VPpv6Zj4/edit](https://docs.google.com/document/d/1UZ4fYCMa3jyzbaB2qSKjfBPn8gyBQi3-vS5VPpv6Zj4/edit) ). Goal is to have minimal to no edits once we put the form into Cvent so everyone should be putting their thoughts/edits into this doc.
    - Website doc needs to be reviewed with all edits by January 13 too ([https://docs.google.com/document/d/1eKe0qC4y9YATJXDoqRZKztSPzBmdxGZBKZpH18eOafU/edit](https://docs.google.com/document/d/1eKe0qC4y9YATJXDoqRZKztSPzBmdxGZBKZpH18eOafU/edit) )
    - And let me know when the CFP is ready to go and we'll add it to the current save the date website
    - Let me know if you need anything else from me currently or if any additional questions come up in the meeting. Sorry for missing the first meeting of the year!
- Reg [nabarun]
    - [Registration Framework](Registration Framework)
    - D&I will not have a small reg fee because of a separate reg path
    - Expected Capacity: ~350
    - NCW - reg numbers, unsure if this is including no-shows.
        - Beginner: 75
        - Intermediate: 75
- Comms [amanda]
    - Working this week on the comms timeline
    - Amsterdam blog - will review this week
    - CFP - will get blasted once this is finalized.
- NCW101 [rael]
    - Story laid out?
    - Determine what a new contributor is expected to learn, what should they know by the end of the session -- milestone and build the "story".
- NCW201 [alison]
    - Story laid out?
    - Determine what a new contributor is expected to learn, what should they know by the end of the session -- milestone and build the "story".
- Meet & Greet [jason]
    - If anyone has trouble reaching out to people bug the lead team ;)
- Unconference [cody]
    - Going to investigate digital alternative to ad-hoc signage that has proven to be a logistical problem in the past

- D&I [marky]
- What else
    - Day-of Operations/Facilitators [noah]
        - Significant changes to how we're recruiting and handling facilitators

# Dec 9

Attendees:
- Deb Giles
- Bob Killen
- Jason DeTiberus
- Ihor Dvoretskyi
- Nabarun Pal
- Alison Dowdney
- Naeil Ezzoueidi
- Tim Pepper
- Tariq Ibrahim
- Arnaud Meukam
- Marky Jackson

Agenda

https://docs.google.com/spreadsheets/d/1L5v2NbGFvhUyKWMnfB8FFi7mshRPRVk433ZsnWty8Ys/edit#gid=453336487

- Welcome
    - Honk honk
- Lead update
    - Staff Preface
    - Programming Preface
- CNCF
- Suggestions:
    - Late / Early schedule for the weekly meetings to ease non-PST attendance (rael)
    - CN/NA Shadow volunteer form (Mirror release more)

# Nov 11 [THIS IS IT]

Attendees:
- Paris Pittman
- Jeffrey Sica
- Bob Killen
- Jason DeTiberus
- Nabarun Pal
- Noah Abrahams
- Jonas Rosland

- Tim Pepper
- Marky Jackson
- Yang Li
- Deb Giles
- Cody Crudgington

Agenda:
- Standup Preface & Updates [Paris]
    - THIS IS IT. game time.
    - Welcome and Know Before You Go
    - Get all after event things done this week (surveys, follow ups, etc) to get ahead of it
    - Dinner @ puesto after Monday. Lots of food - come hungry.
    - Retro doc started - retro will be same time, same place the following Monday.
    - Thanks again.
- CNCF Events Update [Deb]
    - Group Photo: Photographer will be in the room for the closing session 4:30pm - 4:55pm. Has this been factored into the final session?
        - Can we have it at 5pm instead? Since we have a memorial now, we won't have any time [paris]
        - Good for 5pm - lets put this in SCHED to give folks a heads up
    - Attendee Communications for Final Approval
        - Know Before You Go Email
            - Is this coming from sched? events@? Can it come from contributors@? [paris]
                - Sent out this morning at 9am PT from events@cncf.io
        - New Contributor Post-Event Email
            - Get GUIN to give a final on this via slack this week [paris]
        - New Contributor Survey
            - Get GUIN to give a final on this via slack this week [paris]
        - Active Contributor Post-Event Email
            - [paris] added a lot of comments
        - Active Contributor Survey
            - When is this getting sent out? Can we have at least 24 hours post event in case we want to pulse something specific that happened at this event? [paris]
                - QR code included below so folks can promote it onsite, which was a request in previous retros. The link will be sent out in the post-event email 1 week after the event.
        - **QR codes for both surveys are available within the Attendee Comms doc for easy inclusion in presentations onsite to help promote answers
        - Josh will review all surveys by EOD tomorrow.
        -

- Slides for Quartyard - When will those be finalized so I can download and ensure the venue has them for the event?
    - Thursday [Jonas]
- Contributor Patches for All - originally we had noted that they were NCW but we have ordered enough for everyone.  Do we want to include them in everyone's bag?
    - Give NCW to content team.  Put Active in their swag bags
- Registration Update [Bob]
    - Sched invites were sent out last week
    - Pulling reg on Weds
    - Will send out notification k-dev
- Day of Ops [Noah Team]
    - Room duties in the know before you go deck (get those printed)
    - Understand where to get the food info
- Marketing Update [Jonas]
    - New Contributor pre-req setup details was sent last week
    - KBYG All Attendees was sent out today
    - BE VOCAL ON TWITTER: Use the hashtag #kcsna2019
        - Take pictures!
        - If you're not busy talking to wonderful people, please check out the sessions and grab some tweet material :)
    - Chime in in #contributor-summit, tell people to go to interesting sessions, or if a session looks to be empty, try to funnel people there
- Content Update [jberkus]
    - Schedule fixes: current status?  (Yang Li)
        - 1) section pending on NCW schedule
        - 2) moved attendees https://kcsna2019.sched.com/grid/
    - Final Content check-in tomorrow
    - NCW:
        - Attendance/registration discussion?
        - Section schedule?
    - Unconference:
        - Items shipping tomorrow to hotel UPS (whiteboard/markers/pens)
        - We need note takers
    - Sessions:
        -
    - Workshops:
        - Did not get workshop requirements into KBYG.  Will have to advertise it in other channels
- SIG Meet and Greet [jason]
    - Josh: will will NOT have soft drinks/snacks at the M&G, the hotel wanted $$$$$
    - Have hallway monitors funnel people to the M&G.
        - People to keep an eye on are mentors/contributors, not new contribs.

- Awards [tpepper]
    - Have our group award procured via CNCF/vendor
    - Individual awards previewed by "vendor", finished ~today, look awesome
    - Presentation ready
    - Pinging nominators this week to remind them to be present with their nominees
- Discussions:
    - Know before you go deck
    - Everyone stands up with what they are doing that day
    - Do we need a kinkos run?
        - Know before you go
        - Map
        - Schedule

# Nov 4 [kbgy, process walk thru]

Attendees:
- Paris
- Jason
- Jamie R.
- Alison
- Jeff
- Noah Abrahams
- Nabarun
- Bob Killen
- Tim Pepper
- Deb

Agenda:
- Standup Preface & Updates [Paris]
    - 13 days until show time
    - Welcome and Know Before You Go
    - Today:
        - Brad's passing
        - Retro analysis via Jeefy
            - Sched needs to be in vegas lights onsite and in **all comms** that go out (per deb: sched will be on high tops and signages)
            - Include intro and deep dives during kubecon as fyi
            - attendees did not know about the Sched for the summit and it wasn't obvious how to pull it up once you were there. That sched

needed to be on signs.  More visibility to online links and messaging.
- Use shorter more concise language in communication to attendees.
- Food ingredients list made available for those with allergies.
  - Food will be labeled per deb in SD
- Instruct speakers how to speak into a mic.
- No welcome committee, we want to make sure people feel welcome
- People were expecting breakfast
- Link to the SIG intros during the conference!
- Of course: Signage Signage Signage
- 
- Walk thru on Monday
- Staff Day of Ops
- Prep all KBYG info (attendees, speakers, staff)
- Dinner res in progress; looking for a place that has vegan options. Have 5 possibilities; hope to close in the next 24 hours.
- CNCF Events Update [Deb]
  - What time should the airwall between beginner and intermediate be closed in the morning?
    - 11:30am - 11:45am
  - Recommend moving the Meet & Greet to the NCW rooms, with the airwall open, so the room is set in rounds for everyone, instead of the current room that is set in fishbowl
    - [paris]: agreed
  - We do not have the F&B budget to provide a reception during the Meet & Greet. F&B included are all day beverages, continental breakfast, am break, lunch, and pm break.
    - [paris]: can we see the full menu?
  - Who/when will the EU event be built in GitHub  Would like to work with them to ensure tasks/deadlines/links are included in the original tasks.
    - [paris]: jeff is leading
  - KBYG note says we need SIG pins at the reception.  Is this instead of the Meet & Greet?  I'm afraid we're not going to get them back/have someone walk off with them prior to needing them at the Meet & Greet.
    - Save for day of Meet & Greet only.
  - BINGO prizes - working to confirm these with Alison
  - Would we like the Meet & Greet table signs and buttons placed out for the meeting or have them collect when walking in?
    - Have on a table outside of the room prior for SIG leads to grab on the way into the room
- Registration Update [Bob]

- Everything should be synced by tomorrow morning.
- Sending out sched invites tomorrow morning
- 69 beg, 85 intermediate, 246 active; 34 staff
- Day of Ops [Noah Team]
    - Spreadsheet for claiming placement spots: [KCS NA 2019 - Personnel Placement](#)
    - Task list in KBYG still needs to be completed
    - Map
- Marketing Update [Jonas]
    - Working on getting the comms for the 2-week before update complete today so we can send it out tomorrow. If someone can review this afternoon that'd be amazing, please ping me and I'll send it over. Other comms for next week and the Sunday slide shows is worked on later this week.
- Content Update [jberkus]
    - [KBYG discussion](#)
        - Speaker gifts -- Josh to follow up
    - Workshops set? (will find out later)
    - Anything else from Unconference, Sessions, NCW, Awards?
    - NCW:
        - giving individuals specific sections
        - Move divider switch up to 11:15
    - One more content meeting before event next week.
- SIG Meet and Greet [jason]
    - Moved the room
- Awards [tpepper]
    - Award type 1 previewed with "vendor"...they look amaaaazing
    - Award type 2 order in with vendor
    - Need to coordinate muling these to San Diego
    - Have minimal quick slideshow for awards ceremony
    - Almost nearly 100%.
    - Schedule"
        - 4:30 come in
        - 2 minute recognizing Brad Childs (Saad Ali?)
        - 12 minutes AMA for steering
        - 15 minutes for awards
- Discussions:
    - Memorial
    -

# October 28 [kbgy, process walk thru]

Attendees:
- Paris
- Bob Killen
- Jason DeTiberus
- Guin
- Marky Jackson
- Yang Li
- Deb Giles
- Noah Abrahams
- Nabarun Pal
- Himanshu
- Rael Garcia


Agenda:
- Standup Preface & Updates [Paris]
    - [Welcome](#) and [Know Before You Go](#)
    - [Quartyard video](#)
- CNCF Events Update [Deb]
    - Will be updating the KBYG, pre- and post-event attendee comms, and survey this week.  Will share out once updated for review/edits/feedback
    - Jaice to be involved in talent show, did we want to reopen to Dylan Graham (previously showed interest via email but said we were canning the idea due to lack of interest)
        - Yes, Deb to reach out and will see if he's still interested in participating
    - Microphones for panel discussions
        - How to hold upstream training in your country and get new contributors! - Shu Muto, Kinishi Oomichi, Akihito Inoh (Pacific Ballroom 18)
        - Steering Committee Panel Discussion - how many people? (Pacific Ballroom 20/21/22)
            - Can share mic's, don't need more than 2.  Have 1 mic in the audience so question is recorded.
    - Digital Signage is being requested with LF creative.  If you have any requests that you'd like apart from the schedule, please provide to Deb TODAY!
        - Digital signage map - already in creation currently
- Registration Update [Bob]
    - 36 new sign ups but limited contributions from folks

- Marketing Update [Jonas]
    - Blasted out sign-up details in all SIG channels to get current contributors to sign up, got a small uptick but in general a modest response
    - Made noise about contributor summit in the Community Meeting
- Content Update [jberkus]
- SIG Meet and Greet [jason]
    - Everyone/group is accounted for
    - Sending out calendar invites for folks to show up
- Awards [claire]
    - Everything sounds like its good to go

# October 21th [Standups, Reg, Content, Awards]

Attendees:
- Paris
- Noah Abrahams
- Bob Killen
- Nabarun Pal

Agenda:
- Standup Preface & Updates [Paris]
    - [Welcome](#) and [Know Before You Go](#)
    - Reg is low for current contributors - need to do more grassroots advertising, potential direct emails, kdev invite?
    - Add more descriptions to sched: owner - now and future?
    - Anything else that needs to be ordered? Now is the time.
        - AI: patches flow/process, sig pins
        - Note: we want the SIG Pins available at the party, because of the bingo cards
    - Set issues and update guidebooks. Your future will thank us later. There is a lot of little details in event management that you'll wish you had context on.
- CNCF Events Update [Deb]
    - Staff Registration - If you have not registered yet, please do so by EOD today!
    - Bingo Cards
        - Square contents received.
        - What are we calling "winning"?  Blackout of the full game or only 1 column/row?
        - How are prizes working?  For everyone that wins or only the first x amount of people?
        - Allison to give final call
    - Community band at reception?
    - Walk-Through on Sunday at 2:30pm - Deb to send invite, Slack her to be added

- Registration Update [Bob]
    - d&i reg has come to a slow
        - Lets do more slack advertising in #diversity, and #gender-minorities in cncf and k8s slacks
- Marketing Update [Jonas]
- Content Update [jberkus]
    - [Last week's meeting](#)
    - NCW staffing:
        - Guin&Alison for Intermediate
        - Marky&Rael for Beginner
        - Arnaud Meukam, Chris Short, Bob Killen, Josh Berkus, Tim Pepper as TAs
    - We don't have space to accept the "Conflict Resolution in GitHub PRs" proposal
        - we think would be very popular if it was offered
        - conflicts with the Practical Git session which is *also* supposed to involve GitHub staff (and cblecker)
    - TestGrid and Practical Git sessions - where to have them?
        - were intended to be joint CCD/ICW sessions, which is why they were originally scheduled for the main hall
        - the problem with putting them in the ICW (201) room is that room is planned to be full of ICW attendees, no CCD attendee would be able to attend those sessions
    - SIG M&G [Dawn and Jason]
        - Working to get reps registered and following up with a couple of last minute swaps, but overall it's still looking good (Dawn)
        - Need to update the SIG M&G info on Sched to help people understand what it is. Posted new text in Slack. Yang Li updated it.
        - Next steps: Send calendar invite to reps (Jason)
- Accessibility, Inclusiveness, and Diversity Update [Tasha]
    -
- Awards [Tim/Claire]
    - Waiting on Paris
- Project board update/triage [Jamie/Himanshu]
- Open discussion:
    - Staff dinner
    - Talk to Noah if you need staff
    - We will give out cncf store codes, include this in email to speakers know before you go
    - Projectors, do sth cool?
    - Links to SIG intro/deepdive sessions or make it more clear

# October 7th [Standups, Reg, Content, Awards]

Attendees:
- Bob Killen
- Paris
- Marky Jackson
- Jonas Rosland
- Dawn Foster
- Guinevere Saenger
- Nabarun Pal
- Noah Abrahams

Agenda:
- Standup Preface & Updates [Paris]
    - Amsterdam lead is Jeff \o/
- CNCF Events Update [Deb]
    - T-Shirt artwork needed by October 11
    - Signage to Deb - Jonas is tasked with this
    - Bathroom question - tasha; jonas checking too
- Registration Update [Bob]
    - Steady stream, though slowing down
    - NCW still being waitlisted
    - 100~ seats left for active contributors
    - Tab in reg sheet for people that are ONLY coming to contributor summit
- Marketing Update [Jonas]
    - Schedule blog post - Josh/Jeff
        - Jeff/Josh to work on the blog post post-schedule-release
    - K-dev mail re: numbers and schedule - Paris
- Content Update [jberkus]
    - Get session descriptions in sched asap
    - Unconference descriptions in sched [marky]
    - Test Grid and Practical Git should move to 101 or 201
        - Frees up two slots
            - Github will take one for conflict management in issues
    - SIG M&G: all SIGs and WGs have a rep \o/ [Dawn/Jason]
        - Next step - get a calendar invite out to all of the reps. Also need to follow up with one more verbal commitment to get them in the form.
- Accessibility, Inclusiveness, and Diversity Update [Tasha]
    - Reg to merge Oct 28th. Efforts continue!

- Bob gave nanci a poke re: diversity
- GoBridge, Women in Infra, Bob had suggestions
- Awards [Tim/Claire]
    - Award recipients finalized (8 awards)
- Project board update/triage [Jamie/Himanshu]
- Open discussion:
    -

# September 30th [Standups, Reg, Content, Awards]

Attendees:
- Jeffrey Sica
- Bob Killen
- Josh Berkus
- Noah Abrahams
- Jason DeTiberus
- John Belamaric
- Marky Jackson
- Deb Giles
- Dawn Foster
- Jonas Rosland
- Himanshu Pandey
- Rael Garcia
- Naeil Ezzoueidi
- Nabarun Pal

Agenda:
- Standup Preface & Updates [Jeff]
    - Personas on the schedule
    - K-Dev update w/ numbers and schedule this week?
    - Sunday funday activity ideas
- CNCF Events Update [Deb]
    - Talent Show vs. Animals/Karaoke DJ
        - Talent Show: Only 1 person has signed up so far
        - Animal Options
            - Puppies: 8 puppies for 2-3 hours, $675
            - Goats: 2 Pigmy Goats for 2-3 hours, 450
        - Karaoke DJ: $1000 for 3 hours.  Can provide background music when folks aren't signing and can help encourage them to start singing if people are hesitant at first

- Video Recordings
    - Tech Discussions? Yes
    - Current Contributor Workshop? Yes
- Schedule ready to be announced on the website?
    - Any changes after this point need to be tagged with Deb
- T-Shirt artwork needed by October 11
- Registration Update [Bob]
    - Steady stream, though slowing down
    - NCW still being waitlisted
    - ~50% capacity for active contributors
- Marketing Update [Jonas]
    - Schedule blog post - Josh/Jeff
        - Jeff/Josh to work on the blog post post-schedule-release
    - K-dev mail re: numbers and schedule - Jonas
- Content Update [jberkus]
    - Programmed Sessions schedule drafted and confirmed by most leaders [Yang Li]
    - Workshops schedule drafted & confirmed by most leaders [John]
    - How are session/workshop leaders expected to register?  As staff? No, as attendees.
    - SIG M&G: all SIGs and WGs have a rep \o/ [Dawn]
- Accessibility, Inclusiveness, and Diversity Update [Tasha]
    - Reg to merge Oct 28th. Efforts continue!
- Awards [Tim/Claire]
    - Award recipients finalized (8 awards)
- Project board update/triage [Jamie/Himanshu]
- Open discussion:
    - Amsterdam team needs to be filled out more.
    - https://github.com/kubernetes/community/issues/4069 to be added to project board
    - Onsite personnel management [Noah]

# September 23rd [Standups, Reg, Content, Awards]

Attendees:
- Paris
- Jeff
- Jonas

- Jamie
- Bob
- Tim Pepper
- Bob Killen
- Yang Li
- Himanshu
- Noah Abrahams
- Nabarun Pal

Agenda:
- Standup Preface & Updates [Paris]
    - Table Sunday Activity to open discussions at the end
- CNCF Events Update [Deb]
    - [AV Issue](#)
    - Signage requests - September 25
        - If you would like to request any specific/unique signage outside of room signage and directions, please let me know by Wednesday.  Thanks!
- Registration Update [Bob]
    - [CS Registration Dashboard](#)
- Marketing Update [Jonas]
    -
- Content Update [jberkus]
    - Planned Sessions: [schedule draft wip](#)
        - Starts at 9 am
        - Ends at 5 pm, do we need it ends earlier (like 4:30 pm)?
        - Session slot: currently 50 mins / 25 mins, 5 mins break for short ones, 10 mins break for longer ones
        - 3 sessions might be shorter, will confirm with speakers: Connor Doyle, Klaus Ma, Kiran "Rin" Oliver
        - 3 sessions need speakers: sig-arch, burnout, git for contributors
        - Currently 19 sessions, could accept more since we have space in the sustainability room
        - [rael] working on updating slides
        - [guin] need to make sure track content doesn't conflict
- Accessibility, Inclusiveness, and Diversity Update [Tasha]
- Awards [Tim/Claire]
    - Have 6 nominations
    - Custom mugs
    - Mock up designs
    - Next monday will have more info
- Project board update/triage [Jamie/Himanshu]
- Open discussion:
    - Sunday Night Activities

- Live Community meeting? Do shout outs and have a sort of moderated "favorite memory of 2019" interview/walk-up-thing
- T-shirt designs

# September 16th [Standups, Reg, Content, Awards]

Attendees:
-

Agenda:
- Standup Preface & Updates [Paris]
- CNCF Events Update [Deb]
    - [AV and room arrangements](#) due today
    - Signage requests - September 25
    - Active Registration - Waitlist timeline?
- Registration Update [Bob]
    - [CS Registration Dashboard](#)
- Marketing Update [Jonas]
    -
- Content Update [jberkus]
    - Planned Sessions: Programmed sessions proposals reviewed, finding speakers now, will have a draft schedule on Wednesday, let me know if you want to take a look at my picks or suggest on accepting certain proposals [Yang]
    - CCD Workshops: workshop team is meeting immediately after this meeting to discuss status and make choices. [Josh]
    - M&G: Making awesome progress on the SIG M&G. With [@jdetiber](#) and I relentlessly following up with people, we now have at least 1 rep from each SIG / WG with the exception of 2: API Machinery and Multicluster, so we're getting really close to having everything nailed down. [Dawn]
    - Unconference:
    - NCW: we're updating the slide and workshop content.
- Accessibility, Inclusiveness, and Diversity Update [Tasha]
- Project board update/triage [Jamie/Himanshu]
- Open discussion:

# September 9th [Standups, Reg, Content, Awards]

Attendees:
- paris
- bob
- rael
- Deb
- Dawn
- Jamie
- Nabarun

Agenda:
- Standup Preface & Updates [Paris]
    - NCW Strategy to reach goals
    - Awards [Tim]
    - Sunday Evening Celebration
- CNCF Events Update [Deb]
    - AV and room arrangements due by next Monday
- Registration Update [Bob]
    - [CS Registration Dashboard](#)
- Marketing Update [Jonas]
    - [paris] launching blog today
    - [paris] weekly k-dev updates
- Content Update [jberkus]
    - SIG M&G [Dawn] - Jason and Dawn are following up (aka nagging) people to sign up. Short answer is we have reps for more than half of the WGs and about a third of the SIGs. See status in [the issue](#) for details. We still need a ContribEx rep (hint, hint) :)
    - I took a look at CFPs briefly and had some scores (-1, 0, +1), will try to find speakers and build a draft schedule this week [Yang]
- Accessibility, Inclusiveness, and Diversity Update [Tasha]
- Project board update/triage [Jamie/Himanshu]
- Open discussion:
    -

# August 26th [Standups, Registration, Content]

Attendees:

- Rael Garcia
- Jamie Rachel
- Paris
- Nabarun Pal
- Jonas Rosland
- Arnaud
- Yang Li
- Tariq Ibrahim
- Guinevere Saenger

Agenda:
- Standup Preface & Updates [Paris]
- CNCF Events Update [Deb]
    - [Website](#) - In order to cut down on the back and forth of revisions, we've improved the website process.  Please make sure any language you'd like to see on the website is finalized in this doc, so we can build it directly from here.  EOD Today is the final deadline for this, in order for us to build it in time for launch on September 4.
    - Upcoming Deadlines
        - August 23 - Website framework deadline
        - ~~August 26 - Registration Open copy deadline COMPLETED~~
        - August 27 - Registration Form Live (Tiered launch)
        - September 4 - Website launch
        - September 16 - Room Layouts + AV Requirements finalized
        - September 25 - Signage request deadline
- Registration Update [Bob]
        -live walk through to registration (Paris)
- Marketing Update [Jonas]
    - See above re: website
    - Blog post ; weds @ cob PT due for draft (Paris)
    - Jonas will be out on PTO Monday Sept 2 - Tuesday Sept 17
    - Will work on [comms/email drafts](#) this week
    - Adding a [slideshow](#) for the Celebration
- Content Update [jberkus]
    - Currently reaching out to SIGs/WGs to get their participation in content. [Template](#), [sign-up sheet.](#)
    - NCW [Guin]:
        - Figuring out how to divide up workshop between tutors
        - Creating extra slide content for codebase walkthrough
    - Sessions [Yang]:
        - No updates
    - Unconference [Marky]:
        - Open PR: https://github.com/kubernetes/community/pull/4024

- - Started buying material
  - Workshops [Barnie]:
    - John out, not sure what update is.
    - Paris asked about scalability workshop
  - Meet & Greet [Dawn]:
    - Out, no updates
  - Awards:
    - Starting to reach out to SIGs about awards
  - Social Event Content:
    - Looking for more question suggestions
- Accessibility, Inclusiveness, and Diversity Update [Tasha]
  - Resolution needed by EOD for proper edits to reg forms
- Swag + T-shirts - who owns this? Issue #4002
- Project board update/triage [Jamie/Himanshu]
  - Let's check in on board - triage issues
- Open discussion:

# August 19th [Standups, Registration, Content]

Attendees:
- Dawn Foster
- Paris
- Jamie
- Deb Giles
- Yang Li
- Nabarun
- Himanshu
- Arnaud
- Tasha Drew
- Tim P
- Rael Garcia

Agenda:
- Standup Preface & Updates [Paris]
  - Sending out an email to k-dev today with updates.
    - Registration
    - Our team

- Call for content and talent
- Call for next year shadows and teams (Paris to create issue)
  - Need to set an issue for this, too
- CNCF Events Update [Deb]
  - Are we looking to change the "Current Contributor" ribbons to "Active Contributor"?
    - "Kubernetes Contributor" for everyone instead of New/Current/Active - YES (verifying there won't be any issues with the wider CNCF event team too)
  - Offsite Childcare
    - Cost is $1000 for Sunday night + additional F&B minimum for room rental
    - Venue allows those under 21 but we have to let them know ahead of time and everyone will be ID'd and given a wristband when walking if, if we allow under 21
      - Under 21 option, add to reg form to get an accurate headcount
      - Circle back with Tasha
  - Talent Show Management
    - A submission form for talent to submit to and provide AV requirements? Art and performance submissions.
      - Instead of a form, have them email community@kubernetes.io
  - If we're doing a talent show at the reception, will having pets be too much going on?
    - Dependents on timing of talent show (pets first half, talent second half)
    - Need to see how many people submit for talent show
  - Photo Release - We cannot change the language on the registration form, but if someone reaches out to [community@kubernetes.io](mailto:community@kubernetes.io) we can provide them with a blue lanyard that will flag that the photographer won't take photos of them directly, we just can't guarantee that they won't be far off in the background of group shots or that other attendees won't take photos with them in the background.
  - EU Lead?  Space needs for EU consistent with last year based on budget agreement with CNCF.  1 Room for 250ppl (Welcome/New Contributor), 1 Room for 100ppl (Intermediate Contributors), & 5 Rooms for 50ppl (Active Contributors)
  - Upcoming Deadlines
    - August 23 - Website framework deadline
    - August 26 - Registration Open copy deadline
    - August 27 - Registration Form Live (Tiered launch)
    - September 4 - Website launch
    - September 16 - Room Layouts + AV Requirements finalized
    - September 25 - Signage request deadline
- Registration Update [Bob] - ALL go through reg path  - provide feedback
- Marketing Update [Jonas]
  - Pulling all content together for site; review will be on Thursday/Friday

- Content Update [jberkus]
    - Currently reaching out to SIGs/WGs to get their participation in content. [Template](#), [sign-up sheet.](#)
    - Question for group: ordering of Awards, SC Q&A, M&G
        - Whatever comes 2nd will suffer
        - M&G first, or Awards/SC first?
        - Have the M&G opposite some current contributor sessions from 3:30-4:30?
            - Maybe some really advance topic
            - Specialized stuff?
                - Scalability doesn't want to do M&G, so maybe scalability session
            - What about current contributors who want to go to M&G for crossover?
            - Let's see if we get good sessions for this
            - Make sure to advertise awards etc. so folks stay
    - Unresolved, tabling discussion, Issue #
    - NCW:
        - Who is running the two tracks?
    - Sessions:
        - 16 Proposals so far
        - Will be contacting SIGs/WGs within this week to make sure nobody missed it
    - Unconference: working on planning
    - Workshops (John)
        - Likely Kubebuilder workshop
        - What must-have workshops are there?  Let John & Barnabas know
    - Meet & Greet [Dawn]
        - [Details in issue](#)
        - The [form to gather representatives for each SIG/WG is live](#).
        - As you talk to SIGs / WGs, please ask them to have their representatives complete the form. Right now, no people have submitted.
    - Awards:[Tim]
        - Budget & Timeline? In progress
        - Certificate & mailed awards for most recipients
    - Social Event Content:
- Accessibility, Inclusiveness, and Diversity Update [Tasha]
- Project board update/triage [Jamie/Himanshu]
    - New issues to create re:
        - F&B Budget
        - SIG and Workshop
- Open discussion:

# August 12th [Standups, Registration, Content]

Attendees:

- Jeffrey Sica
- Paris
- Nabarun
- Arnaud
- Claire

- Jamie R.
- Himanshu
- Guinevere
- Deb
- Tasha

Agenda:
- Standup Preface & Updates [Paris]
    - BUDGET!! Woohoo -> Going to governing board Sept.
    - EU 2020 - leads|shadows let's chat off line
- CNCF Events Update [Deb]
- Registration Update [Bob]
    - [Umbrella Issue](#)
    - [Registration Mechanism](#)
    - Last ACK on dates
        - August 28th
            - Active Contributor - Registration will be "soft launched" for SIG/WG Chairs and Tech Leads by giving them the link for Active Contributor Registration early. Registrations will still be verified by the normal approval process.
        - September 4th
            - Active Contributor - Registration will be opened to Kubernetes Org members and sponsored attendees.
            - New Contributor - Registration will be opened for both Diversity & Outreach + General attendance.
        - October 28th
            - New Contributor - Remaining Diversity & Outreach attendee slots will go back to the General attendee pool.
            - Active Contributor - Registration will be opened for general admittance. Attendees must still be involved in the upstream project and will be verified by the normal approval process.
    - Childcare options? [Tasha]
        - Childcare coverage for the social event? [Deb to look into logistics for Sunday - 2 weeks for update]
        - CNCF Co-lo's will have childcare options on Day 0 - Monday

- Tasha: I know that these things are not free, but we need to talk about:
    - Asking if attendees need child care for the workshop
    - Ask how old kids are so appropriate child care is provided. I felt deeply uncomfortable at Kubecon NA when I was sent an email saying to bring coloring books for my kid to entertain themselves with, since my son was only six months old at the time. If you aren't prepared to handle infants, you need to say so.
    - Asking if attendees need child care for the party
    ACTION: update the github contributor summit page with lots of details around childcare
- Opting out of photo / video release
    - Tasha: If an attendee feels threatened by giving permission to have their photo used in marketing material, for example they are a victim of stalking or harassment, shouldn't they be able to opt out?
    - Possible option: review photos before making public?
    - AI: Speak with CNCF legal regarding option in form for opting out.
        - If no method can be done through reg form, add better verbage to event website and other marketing material to contact community@kubernetes.io to make arrangements.
- NCW: Laptop donation program for NCW? Or means to provide laptops for those that might not be able to bring one.

ACTION - create new issue for loaner laptop program [Tasha]
https://github.com/kubernetes/community/issues/3994
- Discover need first for loaner laptops
- AI: Rephrase question: "Do you laptop that you can bring to this event for use with the workshop? (install software etc)
- Tasha: For "bring a laptop," how about we have three options. This may help us identify ways we need to assist new contributors. E.g. laptop donation program etc.
    - Yes
    - No - do not have a laptop
    - No - have a laptop but cannot install software on it without IT approval
- Marketing Update [Jonas]
    - Working on the website contents this week, which will feed into the blog post.
- Content Update [jberkus]
    - All Content roles filled
    - Content Meeting Tuesday, in two timeslots (8:30am PDT/5:30pm PDT)
    - Adding content Role descriptions
    - Session proposals are open, please make sure that folks know.  Currently just 7 proposals.

- Question: deadline only passes registration deadline by 5 days. Is this an issue? Answer: no, in fact early is better.
    - NCW Update [Guin]
    - [SIG Meet & Greet](#) [Dawn]
    - Unconference [Marky]
    - Sessions [Yang]
    - Workshops [John]
- Accessibility, Inclusiveness, and Diversity Update [Tasha]
- Project board update/triage [Jamie/Himanshu]
- Open discussion:

# August 5th [Standups, Registration, Content]

Attendees:

- Paris
- Jeff
- Bob
- Josh
- Deb
- Claire
- Nabarun
- Arnaud

- Dawn
- Himanshu
- Tim Pepper
- Yang Li
- John Belamaric
- Jamie
- Guinevere

Agenda:
- Standup Preface & Updates [Paris]
    - If you don't have an update or blockers, say skip this week
    - Do we need to do intros again? Growing team :)
    - We are Extremely Open for an event crew!
        - Venue GH issues
    - Budget
- CNCF Events Update [Deb]
    - [CNCF Planning Umbrella Issue now in GitHub](#)  (Thanks to Marky for the training!)
    - [Site Visit Walkthrough](#)
    - Registration Timeline and Capacities
        - August 12 - Soft Launch for Chairs/Leads (Move this to only 1 week before)
            - What path will they use?
                - Active Contributor
            - Is there a capacity? (75)
            - Do we need a website live for this so they have additional information for reference?
            - Punt chair/lead only invites.

- September 4 - Launch NCW + Current (K8s org members/sponsored)
  - Will these both go on the website?  Yes both on website
    - Need copy on website that says your registration will be pending if you're not an org member until that opens October 28
  - Capacities for each?
    - NCW (100-125) - need to save some for diversity 50
    - Current 325
- October 28 - Launch Current for Non-K8s Org Members
  - Will this go on the website?
  - Is it only if we haven't reached our Current limit or are we saving spots specifically for this?
- Diversity Spots (announcing 10/7)
  - Would they be registering for NCW or Current or both?
  - Provide a separate link for this/these in order to manage capacities
  - Any other diversity initiatives we should be setting seats aside for and registering in a special link?
- Do we need to hold any spots for VIP's that might register late/after a certain reg path is full?
  - Set aside 10
- Registration Badges & Ribbons
  - Contributor Summit printed on badges
  - Need to distinguish between ==New/Current==, or even more in-depth, New-Beginner/New-Intermediate
  - Star stickers for SIG lead buttons
- Review timeline with reg/website/etc.
- Patches - Are we providing this to all 450 people?  Or only those attending as New Contributors?
  - Order 450
- Do we want to include the CFP on the website?
  - CFP link: https://docs.google.com/forms/d/e/1FAIpQLSek9mwSra2AMaoPPCMlkyTOkVFocqBz_6u3BmGv7jqJcX2gYA/viewform
- Do any of the rooms need 2 screens/projectors, besides Welcome/WrapUp room?
  - In both NCW
- Is Josh designing the t-shirt again?  No, Thockin is. (Issue created)
- 2020 Reminders
  - Have 2020 Boards been created yet?  Or a template I can add my issues to so they're created moving forward?
    - I'll create and then add to project boards later.

- they have not been created yet. you can always file issues against the community repo and then we can put them on project boards later.
  - Space requirements for EU needed by end of month
  - When would we like the save the date website to go live? Specific request for graphics?
    - Want it live prior to the NA event so people can start saving the date on their calendars. Will require planning teams to be created prior to this time.
- Registration Update [Bob]
  - [Umbrella Issue](#)
  - [Registration Mechanism](#)
- Marketing Update [Jonas]
  - Still digging out from OOTO
- Content Update [jberkus]
  - [Session proposal form is now live](#). Please publicize and remind your SIGs.
    - 6 proposals so far
    - Is there a good way to take this to the SIGs, other than the obvious/labor-intensive one?
  - [Have selected leads/shadows for all but one spot](#)
    - Roles: Sessions, Workshops, Awards
    - Will select the last spot today.
    - Will schedule biweekly coordination meetings once last person is selected.
  - NCW Update [Guin]
    - Are we doing patches? Discussion ensued. Who gets patches and when?
    - Jonas suggested group thing onstage at the end of the day, photo & patches, after awards ceremony
  - [SIG Meet & Greet](#) [Dawn]
    - Will get started this week. I could use a helper, since I'll be on holiday the 2 weeks directly before KubeCon.
- Accessibility, Inclusiveness, and Diversity Update [Tasha]
- Project board update/triage [Jamie/Himanshu]
- Open discussion:
  - Soft launch or no?
  - Make sure that copy says that registration is NOT confirmed after they register

# July 29th [Standups, Registration, Content]

Attendees:

- Paris
- Jeffrey Sica

- Bob Killen
- Marky Jackson

- Rael Garcia
- Yang Li
- Arnaud Meukam

- Tasha Drew
- Nabarun Pal
- Jamie

Agenda:
- Standup Preface & Updates [Paris]
    - If you don't have an update or blockers, say skip this week :)
- Registration Update [Bob]
    - Registration Dates:
        - August 12th - Soft Launch for Chairs/Leads
        - September 4th - Launch for NCW and Current: - Kubernetes Org members / sponsored attendees.
        - October 28th - Launch for non Kubernetes Org members for the Current Contributor Track.
- Marketing Update [Jonas]
    - Note to k-dev this week about dates
- CNCF Events Update [Deb]
    - Rags Srinivas from InfoQ would like to attend as press
    - Registration form for testing
    - On PTO through August 31.  Expect delays in response.
- NCW Update [Guin]
    - Rael: Working on the slide decks for NCW [#3919](#)
- Content Update [jberkus]
    - Alison: working on questions for the social activity
    - Currently selecting Awards, Workshops leads
        - got many volunteers, picking later today
    - [CCD Session proposal form](#) to go out tomorrow, please review/comment
        - including, please see timeline
    - Unconference [Marky]: started documentation
        - Doc created through brain-dump from Jorge about last year
        - Also conference facilities walk-through
- SIG Meet & Greet [Dawn]
- Accessibility, Inclusiveness, and Diversity Update [Tasha]
    - Found some groups to reach out to, waiting for creation of code and numbers of people we can have to start doing active outreach: https://github.com/kubernetes/community/issues/3866
    - Looking for more groups to reach out to if anyone knows of good groups
- Project board update/triage [Paris/Jamie]
- Open discussion:
    - Tracking NCW attendee performance?  [jberkus]
        - (we have registrants but not attendees, so we can't currently track)

# July 22nd [Standups, Registration, Content]

Attendees:

- Dawn Foster
- Bob Killen
- Marky Jackson
- Naeil Ezzoueidi
- Paris Pittman
- Jeffrey Sica

- Arnaud Meukam
- Josh Berkus
- Alison Dowdney
- Rael Garcia
- Yang Li
- Deb Giles

Agenda:
- Standup Preface & Updates [Paris]
    - If you don't have an update or blockers, say skip this week :)
- Registration Update [Bob]
    - [Registration questions](#)
- Marketing Update [Jonas]
- CNCF Events Update [Deb]
    - Powerpoint Template available in Github
    - [Sched](#) has been created.
        - If you need access to Sched, let me know and I'll send you an invite.
    - Review [room layouts/capacities](#) based on content proposal
    - How does unconference voting work?  What equipment/tools do you need for this?
    - Group Photo - When does this typically happen so I can add it tentatively to our shotlist?
    - Do current contributors get patches too, or just new contributors?
    - Working on a website build template for Jonas to make this and future websites easy to build out and ensure all information shared is available
    - Europe 2020 - If we'd like space at the convention center, we'll need to place the request by the end of August.
    - On PTO through August 31 (expect Wednesday for site visit).  Expect delays in response.
- NCW Update [Guin]
- Content Update [jberkus]
    - Content proposal mostly finished: https://docs.google.com/document/d/1pXCjKcBMZByBIOLTDT9A5br3kyJ1Ray3eSf0aLXzU_Y/edit#
    - See timeline for soliciting sessions.

- - Question: is soliciting during August a blocker? If so, what's the alternative?
    - Should we have a form or do this by PR?
    - Do we want general +1 voting?
  - Need more content section leads:
    - Unconference: Marky
    - Discussion & Presentation: Yang Li
    - Workshops: Solicit on K-Dev
    - Sunday Night Social Activity: Alison
- SIG Meet & Greet [Dawn]
  - [Issue link](#)
  - Should I start working on this in August before we launch reg or in September after reg launches?
  - I'm out on holiday July 22 - Aug 2, so will miss the next meeting.
- Accessibility, Inclusiveness, and Diversity Update [Tasha]
- Project board update/triage [Paris/Jamie]
  - Registration Dates:
    - August 12th - Soft Launch for Leads
    - September 2nd - Launch for NCW and Current: - Kubernetes Org members / sponsored attendees.
    - October 28th - Current - Launch for non Kubernetes Org members.
- Open discussion:

# July 15th [Standups, Registration, Content]

Attendees:

- Alison Dowdney
- Bob Killen
- Paris Pittman
- Jeffrey Sica
- Nabarun Pal
- Marky Jackson

- Ihor Dvoretskyi
- Rael Garcia
- Arnaud Meukam
- Dawn Foster
- Jamie Rachel

Agenda:
- Standup Preface & Updates [Paris]
  - If you don't have an update or blockers, say skip this week :)
- Registration Update [Bob]
  - [Umbrella Issue](#)
  - [Registration Mechanism Issue](#)
  - Bob is working on getting the questions together

- [Registration Questions Spreadsheet](#)
- Marketing Update [Jonas]
- CNCF Events Update [Deb]
    - Site Visit scheduled for next Wednesday
    - Deb will record and post a video
- NCW Update [Guin]
- Content Update [jberkus]
    - [Link to proposal here]
- SIG Meet & Greet [Dawn]
    - No update
- Accessibility, Inclusiveness, and Diversity Update [Tasha]
    - AI: Bob + Tasha Need dates for NCW reg launch for soft launch grace period.
- Project board update/triage [Paris/Jamie]
- Open discussion:

# July 10th [Content Brainstorming Meeting]

Attending:
- Josh Berkus
- Jonas Rosland
- Marky Jackson
- Paris Pittman
- Dawn Foster
- Alison Dowdney
- Rael Garcia

Decision Tree:

- Sunday Reception
    - Bingo Cards for guided socializing
        - Alison in charge
        - List of people to find? < With headshots
            - Eg. Someone with an open KEP
        - Do we need buttons/ribbons for folks to be found?
            - also SIG buttons
            - and stickers
        - Prizes for first completed, or draw at the end of the reception

- ○ Slideshow of contributor stuff?
  - ■ Lead: Jonas
    - ● Rael
  - ■ Location of the event the next day, what to expect, what to bring, what will be provided
  - ■ Kubernetes project contributor stats
  - ■ Kubernetes project SIGs overview
  - ■ Slack channel for the contributors summit
  - ■ Main Day Workshops
- ○ Select Unconference talks?
- ● [101 and 201 content](#)
  - ○ These need new names
    - ■ Alison suggested:
    - ■ 101 "Preparing to Contribute" , iterating on what Rael mentioned, making it clear that the 101 is getting the setup right to contribute.
    - ■ 201 "Journey to your first contribution" , Already have an environment prepared/setup, What does the journey to making your first contribution look like.
  - ○ Which 201 sessions is it important to have available ad hoc?
- ● Main Day Session Ideas
  - ○ How many rooms do we have?
    - ■ Request was for 7 rooms for A/V, including 2 workshops
      - ● Would leave 5 rooms for sessions with AV
        - ○ (could be sessions without AV?)
    - ■ Room proposal:
      - ● 101
      - ● 201
      - ● Preselected Presentations
      - ● Planned discussions
      - ● CC Workshops
      - ● Unconference
      - ● Unconference
  - ○ Presentation Sessions (general presentations applicable to a wide # of contributors)
    - ■ Do we want these? < YES
    - ■ Lead?
    - ■ Do we want tracks?
    - ■ Topic/Speaker Ideas?
      - ● Year of API changes in review
      - ● How to do a performance regression test
      - ● SIG Howtos?
  - ○ Discussion Sessions ("BOFs", sessions intended for a decision-making discussion around a specific topic)

- ■ Do we want this?
- ■ Lead?
- ■ Should we have the SIGs own these?  That is, go to each SIG asking for them to propose some?
  - ● Yes, we should do some of these
- ■ Ideas
  - ● Sustainability
    - ○ Help-wanted label
    - ○ Mentoring
  - ●
- ○ SIG F2F Meetings
  - ■ Do we want this? < NO, use discussion sessions
    - ● Probably not … we did F2Fs in Barcelona, Shanghai
  - ■ Lead?
  - ■ How many do we want to allow?
- ○ Steering Committee Update
  - ■ Was popular last year, so probably want this
  - ■ Do we want to solicit questions in advance?
  - ■ Should this be in the morning or afternoon?  Do NCW attendees need to be there?  Can it be concurrent with other sessions?
- ○ Current Contributor Workshops (stuff other than 201 content)
  - ■ Do we want this?
  - ■ Lead?
  - ■ How long should they be?
  - ■ Ideas for ones we want?
    - ● How to do a code review
      - ○ is that 201?
      - ○ Can we do it general, or does it need to be per SIG/repo?
- ○ Unconference
  - ■ Do we want this? YES
    - ● If we don't, we need to have some kind of public voting on talks or feedback
    - ●
  - ■ Lead? Marky
  - ■ Should topics be decided online (in advance) or at the Summit?
    - ● If at the Summit, when/how?
    - ● Or voted on at the social?
  - ■ Concurrent with main track, or in its own multi-room time block?
    - ● Have its own, room, concurrent (fishbowl)
- ○ Other Ideas
  - ■ Interactive PR review:  open workshop with PR reviewers and folks with open PRs coming in to work on them.

- - - Can we realistically staff this with reviewers?  Enough to match the PR folks?
      - Add this to SIG M&G? Yes
        - But need to recruit SIGs to be responsible
        - Any competing talks need to NOT suck away SIG reviewers
        - Add to reg form: What SIG are you an **active** part of? (or Reviewer in)
    - Open KEP review: similar to the above
    - Hallway Track will be *in the hallway* instead of in a room
      - Do we still need an unscheduled room?
    - Release Team Live?

-

# July 8th [Standups, Content]

Attendees:
- Paris Pittman
- Jonas Rosland
- Dawn Foster
- Josh Berkus
- Nabarun Pal
- Yang Li
- Tasha Drew
- Jeffrey Sica (late)
- Naeil Ezzoueidi
- Noah Kantrowitz

Agenda:
- Standup Preface & Updates [Paris]
  - If you don't have an update or blockers, say skip this week :)
  - Hold timeline and content updates/blockers until open discussion at the end
  - SC wants to see the content proposal re: budget and sponsorships; I told them mid July at the latest. We don't need the session details but a skeleton of goals, expectations, and general track info.
    - jberkus: realistically, we won't have session *details* until October, because those have to come from the contributors.  Are they prepared for that?
- Registration Update [Bob]
  - Skipped bob
- Marketing Update [Jonas]
  - Added comments for Guin's proposal

- Jonas is looking at copy for the kubecon site (24 hours)
- CNCF Events Update [Deb]
    - Pending budget approval currently
    - No other updates at this time
- NCW Update [Guin]
- Content Update [jberkus]
    - No updates since last week, except room specs per budget meeting. Still need to work out content mix.
- SIG Meet & Greet [Dawn]
    - Nothing this week
- Accessibility, Inclusiveness, and Diversity Update [Tasha]
    -
- Project board update/triage [Paris/Jamie]
    - NEED ISSUES SET:
        - Welcome committee for ncw attendees @ social
        - Signage content
        - Marketing collateral
- Open discussion:
    - Before ending the call, make sure key dates are discussed and registration decisions are made
    - Contact list for events

# July 1st [Standups, Timeline, Content]

Attendees:
- Paris
- Jeff
- Arnaud Meukam
- Rael Garcia
- Nabarun Pal
- Jonas Roland
- Dawn Foster
- Guinevere Saenger
- Himanshu Pandey
- Deb Giles
- Naeil Ezzoueidi
- Jamie Rachel
-

Agenda:
- Standup Preface [Paris]
    - If you don't have an update or blockers, say skip this week :)
    - Hold timeline and content updates/blockers until open discussion at the end
- Registration Update [Bob]

- Talked about a tiered system (first opening to current contributors, etc.) in last meeting
- Discussed NCW being a separate registration process
- More next week
- Marketing Update [Jonas]
  - Met with Naeil (marketing shadow) on the comms timeline and ownership of tasks
  - Updated the comms timeline based on the available time before, during and after the event
- CNCF Events Update [Deb]
  - Budget meeting tomorrow
  - 
  - AV requests soon - get that together
- NCW Update [Guin]
  - Proposal is up on github : https://github.com/kubernetes/community/issues/3835
  - Needs to be looked over and tweaked
  - Registration questions to do
- SIG Meet & Greet [Dawn]
  - Role & what to do: https://github.com/kubernetes/community/pull/3859
- Accessibility, Inclusiveness, and Diversity Update [Tasha]
  - Role documentation : https://github.com/kubernetes/community/pull/3844/
- Open discussion:
  - Timeline Review [Paris/Jonas/Deb]
    - Set issues
    - https://docs.google.com/spreadsheets/d/1vBbuAT7IZ6lOaPOkbZlEejGULf qAnpOl1BwYxxKxDO8/edit#gid=1155754340
  - Project management and triage overview
    - Labels and stuff are at the top of this doc
    - Past project board that has issues we can mirror and/or adjust: https://github.com/orgs/kubernetes/projects/19
  - Content Discussion [Paris/Josh/Guin]
    - Who was on content in Seattle/Barcelona we'd like feedback from
    - Major content element possibilities:
      - NCW
        - 101
        - 201 -- tutorial format, or alacarte?
          - Schedule some parts of the tutorial, maybe afternoon
      - CCD -- we can't do everything, what do we want?
        - Structured presentations
          - what specific topics do we want presos on that aren't 201ish?
        - SIG F2F meetings

- Dawn: issues with prior meetings, mainly lack of recordings and transparency.
- Jonas: people really liked them though
- Pre-planned discussions on central topics
- Unconference sessions
- Unscheduled open spaces (hallway track)
- Steering Committee Session
- Doc Sprints
- Pretty much up to Docs team, will have to meet with Zach.

# June 24 [Registration, Shadows, etc]

Attendees:
- Paris
- Jeff
- Bob
- Jonas
- Nabarun
- Tasha
- Dawn
- Jamie
- Meukam

Agenda:
- Welcome!
    - Reminder: This is recorded! If you miss a week, feel free to review notes and watch the recording.
    - Shanghai is happening as we speak, so not a lot of programming talk.
- Registration deep dive (Bob)
    - As things have gotten larger, registration has gotten complicated.
    - Scaling is causing routing issues for attendees. We need to place attendees in the correct relevant track. (In Austin and Copenhagen, experience without upstream experience were gumming up contributor summits)
    - For the last two summits, we've had a spreadsheet that allows us to manage and properly sort people into the correct tracks.
        - Is the person an Org member or Voter? Are they a SIG or Project lead? What additional notes/contact have they provided?
        - Spreadsheet also allows us to keep track of stats like: How many leads are attending? How many do we have in each track?

- Registration has become a bespoke process. Often times the reg lead is contacting people directly to ask for more info or suggesting a different track than what they're seeking. It is a balancing act.
- For SD, we're looking to do a phased approach. For the first phase, you must be a K8s Org member, a voter, or someone vouched by a SIG Lead
- For SD, no real restrictions on NCW registration, but we must get an ACK from attendees because we see ~20% not attend.
  - At BCN we saw NCW people register just to get to the social. Hard no.
  - Open up more slots assuming we won't get 100% attendance?
    - Yes, let's pad the slots
  - Keep track of who signs up, who shows up, who completes it. Get more statistics as well as people with a negative behavior.
- What's the integration/status of GitHub -> CVent?
  - Not gonna happen for SD / 2019 (no cycles) -- TBD
- Let's build a fake registration site/event as a prototype to build out all our specifics.
  - AI: Bob to contact LF team and get the ball rolling.
- Bob: Ideally, hold off posting Reg until there are more details (like social location/etc.) as well as after talks are announced (Thurs, Sept 5th).
  - Open Reg September 16th? "Mid-September"
- First-Phase registration open earlier, directed towards SIG-Chairs? To be discussed.
-
- Shadow walk through / deep dive
  - Ask questions about roles. Questions are *awesome*
    - Review documentation. If you read documentation and you have a question or notice something is missing, ask and update. The role documentation is your handbook for when you eventually take over the next cycle.
  - "As a shadow, what responsibility can I take from my lead to help the lead?"
    - Example 1: Jeff helping schedule agendas for meetings
    - Example 2: Jonas is creating the marketing schedule, Naeil should be involved and voice concerns
  - If a shadow is feeling uncomfortable or feels they're not getting mentored enough to take over the role, ping Paris or Jeff
  - AI: Paris and Jeff to review documentation and ensure shadow requirements are updated
- Accessibility, Inclusion discussion
- Project Management
- Open Discussion (Put additional topics here)

# June 17 [SD Kick-Off]

Attendees:
- Jeffrey Sica (UMich)
- Bob Killen
- Guinevere Saenger
- Josh Berkus
- Naeil Ezzoueidi
- Jonas Rosland
- Deb Giles
- Rael Garcia
- Yang Li
- Arnaud Meukam

Agenda:

- Welcome!
- Intros
- Expectations:
    - Meetings
        - Length, call to actions
    - Rolebooks (1-read all/yours 2-create more)
        - Caution tape - work in progress - watch your step
        - See a todo? Fill in! :)
        - Josh: Proposal to have Content Team (NCW, CCD, Docs)
    - Review past summits
        - More hallway time
        - More actionable sessions
        - Right people in the room
        - Clear online and onsite reg processes
- Venue
    - walk-thru
- Expensive things
    - AV needs (also based on venue and offerings)
    - Venue
    - Food (getting #s right and setting expectations)
- Next steps
    - Marketing timeline - Jonas/Jamie
        - Creating timeline, based on event date and going backwards:
            - https://docs.google.com/spreadsheets/d/1Isbrxm-SdNEdePYz3iBkvTPALYbu1NR4jjdOetQwScU/edit?usp=sharing

- First item is to update the GitHub repo with event information and core team with roles - **DONE!**
- Content Proposal - Paris/Josh
    - Content Team meeting to decide major content roles -- schedule TBD (ping Josh, NCW and Content team to be invited plus prior CS content)

# May 9 [CNCF Logistics]

Attendees:
- Jonas Rosland
- Bob Killen

Agenda:
- Last email send out
- Any red flags?
- K8s.dev transfer time is 60 days - Jorge
    - Duffie will be able to set the DNS
    - Jonas to follow up with the networking team regarding the static IP
- **Venue walkthrough at 2PM on Sunday, meet at Hall 8.0 to meet with Deb**
-

# April 29 [Strat, Creative, etc]

Attendees:
- Jonas Rosland
- Dawn Foster
- Guinevere Saenger
- Deb Giles
- Paris Pittman
- Arnaud Meukam

Agenda:

- Content walkthrough by Guin:
    - https://docs.google.com/presentation/d/1usEbwHMSC8vR7HvbxHJBOj2ISdTkw9rmufQUq7fkIl4/edit?ts=5cc727da#slide=id.g58d2f31a59_8_288

# April 22 [Strat, Creative, etc]

Attendees:
- Jonas Rosland
- Arnaud Meukam
- Deb Giles
- Ihor Dvoretskyi

Agenda:
- Go over the comms one more time, and schedule them:
    - https://docs.google.com/document/d/1nong3bu_Lk23aOMwIZms_ZnXh7d_b_AZwt6taGVCs-4/edit#
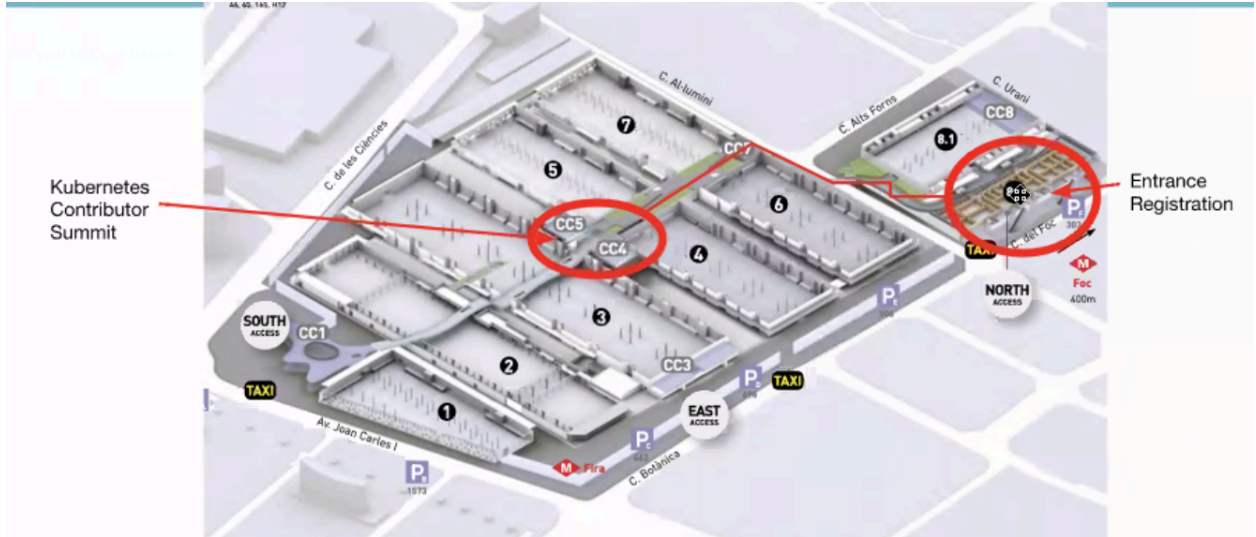- Guin is going over the slides drafts

# April 18 [CNCF Logistics]

Attendees:
- Deb Giles
- Bob Killen
- Jonas Rosland
- Noah K
- Jorge Castro

Agenda:
- Deb is going over the location

- 
- Dedicated registration desk for Contributor Summit at the Entrance registration
- Dedicated printed and digital signage
    - 10 printed



    - 
    - **Contributor Summit is the only one with digital signage!**
- Swag distribution will be at CC4
- http://www.firabarcelona-guestevents.com/en/gran-via/cc4/#pano360
    - scroll down to the 360 degree view

# April 15 [Strat, Creative, etc]

Attendees:

- Jonas Rosland
- Dawn Foster
- Deb Giles
- Guinevere Saenger
- Arnaud Meukam
- Paris Pittman

Agenda:
- Go over the comms for BCN:
  https://docs.google.com/document/d/1nong3bu_Lk23aOMwIZms_ZnXh7d_b_AZwt6taG
  VCs-4/edit?usp=sharing
- 

# April 8 [Strat, Creative, etc]

Attendees:
- Jonas Rosland
- Dawn Foster
- Deb Giles
- Paris Pittman
- Tim Pepper

Agenda:
- NCW:
  - Working on an outline for the content to bring back to this meeting (target April 22) with an overview for input, help, etc.
- Marketing Content
  - Review Comms Timeline BCN spreadsheet.
  - Know before you go emails should be separate emails to 101 NCW, 201 NCW, SIG F2F. Also, generic email to k-dev about the outcome of the event, final update (see notes on comms timeline for details).
- SIG F2F Update:
  - See Issue for details.
  - We have 9 SIGs confirmed for half day F2F meetings, and working on confirming the remaining 2 SIGs. I've started some very early tentative room allocations in Deb's spreadsheet. We'll update Sched and notify SIG owners when we have final room allocations.

# April 1 [Strat, Creative, etc]

Attendees:
- Jonas Rosland
- Bob Killen
- Jeff Sica
- Guinevere Saenger
- Jorge Castro
- Arnaud Meukam

Agenda:
- Roles
    - Jonas will send list of volunteers to guin for NCW
    - Guin looking for someone for code base tour
-

# March 25th [Strat, Creative, etc]

Attendees:
- Jonas Rosland
- Bob Killen
- Guinevere Saenger
- Dawn Foster
- Paris Pittman
- Jorge Castro

Agenda:
- Status of registration page - Bob and Deb
    - 89~ total
    - 10 'pending' will follow up regarding shifting over to NCW
- Swag
    - Should be useful instead of something like a fidget spinner
    - Luggage Tag
    - t-shirt deadline: April 10th
        - Josh still working on t-shirt
    - sig buttons
- k8s-krate
    - pelican case with system that serves as  a mirror for everything we use
    - similar to ubuntu orange box
- schedule and NCW
    - where to fit in networking/sig-meet and greet?

- - - do quick wrap up and follow-up with networking
  - sig f2f signups currently:
    - windows
    - cluster lifecycle
    - pm
    - ui
  - need to update reg with some additional information
    - NCW questions
    - follow up with questionnaire for those that didn't make it in reg.

# March 18th [Strat, Creative, etc]

Attendees:
- Jonas Rosland
- Bob Killen
- Guinevere Saenger
- Dawn Foster
- Paris Pittman
- Deb Giles
- Jorge Castro
- Arnaud Meukam

Agenda:
- Status of registration page - Bob and Deb
  - Clarification of 101 and 201 might be needed
    - 101 is for new contributors to K8s Community **AND** Open Source
    - 201 is for new contributors to K8s Community
- New GH project page: https://github.com/orgs/kubernetes/projects/19
- Blog post by Paris - to be published once the reg site is opened up again
- Teachers and assistants
  - Do you know anyone who would be a great teacher or TA?
  - DM Jonas with possible teachers and TAs
- Swag design, updates - Jorge and Josh
  - Design from Josh will be drafted by March 20th
  - 

# March 4th [Strat, Creative, etc]

Attendees:

- Bob Killen
- Dawn Foster
- Guinevere Saenge
- Noah Abrahams
- Paris Pittman
- Jonas Rosland
- Noah Kantrowitz
- Arnaud Meukam

Agenda:
- Website
  - Branding
    - Branding samples have been made
    - Currently in summit-staff slack as a PDF
    - Reach out to Josh to see if branding aligns with what he would like to do for the t-shirt
  - Content Proposal
    - Going out today
  - Blog Post
    - Pending event website to go-live
  - 

# February 28th [CNCF Logistics]

Attendees:
- Paris Pittman
- Jonas Rosland
- Noah Abrahams
- Dawn Foster
- Jorge Castro
- Bob Killen
- Deb Giles
- Yang Li

Deb went over the venue, swag, and social suggestions, all outlined here:
https://docs.google.com/presentation/d/1GbCdU0D-pROUKAfs3uXlqtc3bpNd1wmj2_8wcVidLaI/edit#slide=id.gd5ae4e962_2_136

# February 25th [Strat, Creative, etc]

Attendees:

- Paris Pittman
- Dawn Foster
- Jonas Rosland
- Noah Abrahams
- Guinevere Saenger
- Bob Killen
- Deb Giles
- Ihor Dvoretskyi
- Josh Berkus
- Noah Kantrowitz

Agenda:
- Content Proposal
  - https://docs.google.com/document/d/17GFme584-XkkwYpqpzwg__LeCHBRXY-a9SZkr1wUJFc/edit#
- Communications Timelines
  - https://docs.google.com/spreadsheets/d/1ZyYWVuoD04jX_SJ8Ic6czYkNNphiaBY7hvN6UoV0ZHk/edit?usp=sharing

# February 18th [Strat,Creative, etc]

Attendees:
- Jonas Rosland
- Paris Pittman\
- Dawn Foster
- Jorge Castro
- Ihor Dvoretskyi
- Arnaud Meukam
- Bob Killen

Agenda:
- New roles taken:
  - Jorge - Swag
  - Paris - Marketing & Comms
- Registration page, might be able to use Cvent - Bob is working with Deb on this
  - here are some of the "themes" for event pages - https://visualshowcase.cvent.com/
- Paris is working on a New Contributor Web site, will work with Alex at CNCF on the design for this Paris worked
  - Want to make sure everyone can get to the information that they need

- [WIP] Marketing Comms timelines, Paris will finalize before Friday this week: https://docs.google.com/spreadsheets/u/1/d/1ZyYWVuoD04jX_SJ8Ic6czYkNNphiaBY7hvN6UoV0ZHk/edit?usp=sharing
- Dawn forked the gdoc from Seattle into a new doc for BCN so that we can start iterating on the content proposal, will sync up with guin: https://docs.google.com/document/d/17GFme584-XkkwYpqpzwg__LeCHBRXY-a9SZkr1wUJFc/edit
- Paris is working on a draft for NCS, Jonas will review: https://docs.google.com/document/d/1_mbqanj3ZnNJ6fCObOyDQzEHKVBd9iWQqqrmuIhUz_U/edit?usp=sharing
  - Need the event website and registration mechanism before this goes live
  - No earlier than Feb 25th, no later than March 6th.
- Ruben Orduz will be assigned community photographer
  - CNCF might have an official event photographer there as well
- Ihor will create a GitHub project board under kubernetes/community org
  - Break down the tasks with labels for EU, NA, and CN
- Dawn, Deb, and Megan will need to be added as org members, go here and sign up:
  - https://github.com/kubernetes/org
  - Jonas will follow up with Megan


# February 15th [CNCF]

Attendees:
- Jonas Rosland
- Noah Abrahams
- Noah Kantrowitz (the other Noah)
- Bob Killen
- Ihor Dvoretskyi
- Tim Pepper

Agenda:
- Move meeting to more EU friendly time
  - Friday date is an issue
  - Paris will send doodle poll out
- Site visit
  - should have more information to follow-up on next week
- Registration
  - Waiting to hear back from CNCF team on cvent

# February 11th [Strat and Content]

Attendees:
- Paris Pittman
- Jeffrey Sica
- Dawn Foster
- Bob Killen
- Ihor Dvoretskyi
- Noah Abrahams
- Noah Kantrowitz
- Tim Pepper
- Guinevere Saenger
- Jonas Rosland

Agenda:
- Roles and Responsibilities
- Rooms?

Update From CNCF:
- Asked CNCF for decided events manager. Deb Giles (dgiles@linuxfoundation.org / debgiles) will be our contact on the CNCF side.

Tasking and roles:
- Jonas to take Summit Lead role. 👯 - will help out with Marketing and Comms
- Ihor to take Project manager role. 📅
- Paris to take Fun & Social event, will help out with Marketing and Comms
- Bob - registration and will help out with Marketing & Comms
- Noah K - accessibility
    - Make sure we get more European contributors (maybe the role of marketing more than this?)
- Dawn - content general and transparency
- Guinevere - lead the content specifically for the new contributor track
    - TimP helping with NCW
- Jorge - Lead for swag
- Venue - CNCF is looking at several venues this week, decided by Lead and PM
- Noah A - TBD - Probably Operations and helping with NCW
- **MISSING LEAD: MARKETING & COMMS**
- (Ruben Orduz - Community Photographer)