The Phoenix F2F Meeting Agenda

Meeting Dates/Times: Jan. 5th 8:00am - 5pm, Jan. 6th 8am - 12noon

Hotel: Hampton Inn (yes, that's right) for two nights, Wednesday (4th) and Thursday (5th), at a rate of approximately $90. To get this corporate rate, use the term "**rSmart,**" when making your reservation.**Phone**: 480 675 9799**Address**: 1429 N Scottsdale Rd, Tempe, AZ 85281**Shuttle**: There is a free airport shuttle (15 mins from Phoenix airport) **Website**: http://www.hamptoninnsuitesarizona.com/

 *** ***OSIdM4HEteam:(NOTES FROM January 5th)** ****

**** **OSIdM4HEteam:(NOTES from January 6th)** ****

Meeting Location: rSmart Offices - NORTH building of the SkySong Office Complex**Address**: 1375 N. Scottsdale Road, Suite 480, Scottsdale, AZ 85257
Room: 3rd Floor, Room 349 "Discovery"   **Meeting Equipment**: Projector, white board, internet access, white paper easels.**Coffee**: City Market Deli is located in the building and has coffee

Dinner Locations

Attendees: Bill Yock, Hampton Sublett, , ,

January 5th - Agenda Items / Topics	Time	Facilitator
1) Introductions and Ground Rules Ground Rules: • Take off our institutional and project hats and put on the OSIdM4HE hats. • Keep our eyes on the prize. • Stay focused and move tangents to parking lot.	8:00 - 8:15am	Keith
2) Same Page Exercise Recap Strategy and Org work to date and make sure we are all on same page with decisions already made. • Review Sales and Marketing Deck, • Coodination Agreement, MOU Templates, Reference Architecture, • Marketecture Diagrams,etc.	8:15 - 9:00am	Bill Y.
3) Workstream Recaps and Gap Analysis • Registry WorkStream <<link to summary pages>> 15 Min (RL Bob?) • Provisioning WorkStream <<link to summary pages>> 15 Min (Rob) • Access Management Workstream <<link to summary pages>> 15 Min (Tom) • Authentication Workstream <<link to summary pages>> 15 Min (??)	9:00 - 10:00am	Team Leads
BREAK	10:00 - 10:15	

4) Product Strategy Discussion -
 	
• Who is our customer?
  ○ Domestically? Internationally?
• Who is our buyer and what matters to them?
  ○ CIO? CFO? CISO?
• Identify/Document Deliverables and Milestones
	10:15 - 12:00	Chris

Lunch	12:00 - 1:15	
5) Development Work Estimates • Registry Work Breakdown • Provisioning Work Breakdown • Access Mgmt Work Breakdown • Authentication Work Breakdown • Overall Schedule AssumptionOSIdM4HEteam:WorkPlanDraft	1:15 - 3:00	Bill Y
Break	3:00 - 3:15	

	Time	
6) Product Strategy Discussion - Part 2 • A customer-prioritized project/product roadmap • Migration strategies for homegrown and commercial installations If time permits • Starting state viewpoint (Existing Products and API integrations) • End state viewpoint (Modular Suite of Products and Standards) • Training/documentation needs • Vendor partnerships and/or affiliate development	3:15 - 5:00	Chris
Dinner	6:30	

January 6th - Agenda Items / Topics	Time	Facilitator
1) Development Work Estimates - Continued • Resource and Time Methodology / Assumptions • Registry Work Resource / Time Estimates • Provisioning Work Resource / Time Estimates • Access Mgmt Work Resource / Time Estimates • Provisioning Workstream Timelines and Milestones • PhoenixF2F - Eric's Notes - Registry and Access Management Strawman Timelines • OSIdM4HEteam:Strat/Org Near Term Deliverables	8:00 - 9:30	Bill Y
2) Agree on Governance Approaches • Review Caretaker governance options (Kuali Model, I2 Model, Jasig Model, Hybrid Models) Determine optimal approach (or approaches) and necessary coordination / communication needs • Outline Coordination Committee roles and responsibilities • Outline long-term sustainability model/plan	9:30 - 10:15	Chris Mackie
BREAK	10:15 - 10:30	
3) Sketch out rough DIP • Review roadmap for customer plausibility • Determine audience(s) and messaging • Draft table of contents • Timeline expectations • Initial estimate of the ask • SOW Proposal expectations	10:30 - 11:30	Chris Mackie
4) Meeting Wrap and Next Steps • Communications to teams • Vendor engagement / review of proposals • Proposal approval process and timing expectations • Next weekly call action items	11:30 - 12:00 am	Chris Mackie