

# SO 03-09-12 Meeting Agenda and Notes

## Participants

Who	With	Present
Tom Barton	U Chicago	x
Dedra Chamberlin	Berkeley & UCSF	x
Jacob Farmer	Indiana U	
Keith Hazelton	UW-Madison / Internet2	x
RL "Bob" Morgan	U Dub / Internet2	x
Benn Oshrin	Internet2 / Various	
Lucas Rockwell	UCSF	x
Hampton Sublett	UC Davis	x
Bill Thompson	Contractor (Unicon)	x
Eric Westfall	Kuali Rice, Indiana	
Chris Mackie	Contractor (rSmart)	
Bill Yock	U Dub/Rice Board	x

## AGENDA

1) Re-Introduction of Chris Mackie and Bill Thompson

2) List of topics that need to be addressed ASAP

- Logistics of Summit Meeting - Unicon is assisting with the logistics
  - Excused: Dedra, RL Bob, Eric (might tele-conference in)
  - Attendees: Keith, Bill Y, Benn, Hampton, Bill T., Chris M,
- RACI Matrix for Deliverables
  - Hampton to work up a draft
- Schedule of Deliverables
  - Need to establish a project plan for deliverables, including dependencies
- Most effective way to get Bill and Chris up to speed
  - Meetings with Workstream Leads and Bill T., using the high level matrix that was created during the first F2F and flesh out as needed
    - Person Registries - Dedra to est meeting with Bill T
    - Provisioning - Rob/Keith to est meeting with Bill T
    - Access Mgmt - Tom B/Keith to est meeting with Bill T
    - Shared Services - Bill Y to est meeting with Bill T
  - Work stream leads to invite Bill/Chris to the standing work stream meetings, but Leads to determine in advance as to whether or not they SHOULD attend a given meeting.
  - Hampton - Follow up with Chris M about a starting point (possibly RACI Matrix, review existing document and identify gaps and used)
- Contact/Communication Expectations
  - Regularly Scheduled Meetings
    - Strat/Org - Bill/Chris will attend schedule permitting
    - Technical Workstreams - Bill/Chris will receive invites but attend only as requested.
  - Adhoc Communications
    - Mailing Lists for Strat/Org
    - Doodle for adhoc meetings
    - Leads of work streams directly for specific questions
- Collaboration tools
  - Calendar
    - Google Calendar: <https://www.google.com/calendar/b/0/render?pli=1>
  - Documents
    - Wiki and MS Doc will be the default
    - Google docs can be used if a doc requires multiple authors/edits, only as needed

3) Software Licensing Concerns - Dedra

- Keep a look out for an email from Dedra on this topic.

4) SOA Integration Stack - Keith

**NOTE:** Next meeting, Friday, March 16, 5 - 6 pm EST

## Action Items:

- Hampton - Follow up with Kristin from Unicon on # of participants and dates - DONE

- Hampton - Work with Chris M to identify a starting point (suggestion: review existing document and identify gaps and which docs can be used, build RACI matrix and high level project plan)