

OASIS ebXML Business Process TC DRAFT Detailed Agenda

4. Feb. 2004							
Time Slot	Day One						
08:30 – 09:00	SCA04: Clock Tower - Arrive at Santa Clara and Enter Sun facilities (Escort: Monica J. Martin, cells: 877.330.9868 or 303.886.8176).						
09:00 – 09:30	Note, if you arrive after 9:30 a.m. PST, call first Katherine Williams at 408 276 7648 for escort or myself.						
9:45-10:00	Introductions and Ground Rules for F2F (Review of pertinent OASIS rules)					Key	
10:00 – 10:30	Discuss existing work items, draft categories and set priorities. Agree on work item list.	<i>Break will occur between 11:00-11:15 a.m. Tea/coffee in break room. Snacks provided.</i>		Day and Date			
10:30 – 11:00				Start and Adjourn			
11:00 – 11:30				Breaks			
11:30 – 12:00				Telecon Schedule			
12:00 – 12:30				Editors Session			
12:30 – 13:00	Lunch and Recap for telecon and F2F participants who wish to join (Lunch hosted by co-chairs)						
13:00 – 13:30							
13:30 – 14:00	Continue work item discussion on categories and priorities. Discuss teleconference participant feedback.						
14:00 – 14:30							
14:30 – 15:30							
15:30 – 15:45	<i>Break (tea/coffee in break room)</i>						
15:45 – 16:00	Take important priority categories and finalize plan for requirements, specification and schema.						
16:00 – 16:30							
16:30 – 17:00	Recap for telecon and F2F TC participants						
17:00 – 17:30							
17:30	Adjourn						
5. Feb. 2004							
Time Slot	Day Two						
08:00-08:45	Recap for telecon participants and F2F TC participants who wish to join ; solicit feedback (co-chairs)						
08:45 – 09:00	SCA04: Clock Tower – Arrive at Santa Clara and Enter Sun facilities (Escort: Monica J. Martin, cells: 877.330.9868 or 303.886.8176). Note, if you arrive after 9:30 a.m. PST, call first Katherine Williams at 408 276 7648 for escort or myself.						
09:00 – 09:30	Level Set and Recap Day Progress						
09:30 – 10:00	Discuss existing work items, draft categories and set priorities. Agree on work item list. Integrate into draft shell for requirements document. Broad categories: control flow, composition, execution, technical scope, role and technology	<i>Break will occur between 10:30-10:45 a.m. Tea/coffee in break room. Snacks provided.</i>					
10:00 – 10:30							
10:30 – 11:00							
11:00 – 11:30							
11:30 – 12:00							
12:30 – 13:30	<i>Lunch (Hosted by co-chairs)</i>						
13:30 – 14:00	Take high priority categories and begin discussion and resolution process. Integrate into a draft requirements document.						
14:00 – 14:30							
14:30 – 15:30							
15:30 – 15:45	<i>Break (tea/coffee in break room)</i>						
15:45 – 16:00	Continue.						
16:00 – 16:30							
16:30 – 17:00	Recap for telecon and F2F TC participants						
17:00 – 17:30							
17:30	Adjourn						
6. Feb. 2004							
Time Slot	Day Three						
08:45 – 09:00	SCA07: Mansion – Arrive at Santa Clara and Enter Sun facilities. No escort required. (Contact: Monica J. Martin, cells: 877.330.9868 or 303.886.8176). Note, if you arrive after 9:30 a.m. PST, call first Katherine Williams at 408 276 7648 for assistance.						
09:00 – 09:15	Level Set and Recap Day Progress						
09:15 – 09:30	Continue.						
09:30 – 10:15							
10:15 – 10:30					<i>Informal break will occur to keep the team on track. Snacks provided.</i>		
Other Business							
10:30 – 11:00	Liaisons	Brochure					
11:00 – 11:30	OASIS Symposium	Next F2F Planning					
11:30 – 12:00	Recap for telecon and F2F TC participants						
12:00 – 12:30							
12:30	Adjourn Schedule Session						
13:30 – 14:00	Editors Session (available to any F2F or teleconference members that wish to participate – please let co-chairs know).						
14:00 – 14:30							
14:30 – 15:00							

OASIS ebXML Business Process TC DRAFT Detailed Agenda

15:00 – 15:30				
15:30 – 15:45	Adjourn Editorial Session			