

# The Open Group UDEF Forum

## Kickoff Meeting

*24-25 May 2005*

### Purpose

The UDEF Forum will agree its charter and its initial work program, and will commence its work.

### Participation

The meeting will be open for attendance by members of the Forum and interested parties. Only Forum members will be entitled to vote on decisions

### Draft Agenda

- Welcome and Introductions (AFEI as Host)
- Agenda Review
- Goals & Objectives of Kickoff Meeting
- The Open Group Overview/Forum Services
- Review of Draft Charter
  - Review and Revise Draft Vision, Mission, and Role Statements
  - Establish Initial Timelines
- Appointment of group officers (chair and vice-chair)
- IPR and Licensing policy
- UDEF Architecture
- Registry Architecture
- Agree to/Establish Initial Working Groups
- Forum Work Scheduling
  - Establish teleconference/meeting schedule
  - Working Groups
- Conference Planning
- Membership Outreach Planning
- Conclusion

### Location

The meeting will be hosted by the AFEI at their facility at 2111 Wilson Boulevard Suite 400 Arlington VA 22201, USA.

There is parking under the building and the AFEI validate. The office is just above the Courthouse stop on the Orange line of the Metro. There are driving directions on the AFEI website at

[http://www.ndia.org/Content/NavigationMenu/Resources1/Directions\\_to\\_NDIA.htm](http://www.ndia.org/Content/NavigationMenu/Resources1/Directions_to_NDIA.htm)

There are several Hotels in the Rosslyn area (1 Metro stop away) including Key Bridge Marriott, Holiday Inn Rosslyn, and Hyatt Hotel. The closest hotel is the Hilton Garden Inn on Courthouse Rd. in Arlington.