TO: Kickoff Attending and Prospective Oasis DCML Application Services TC Members

Robin Basham Phoenix Business & Systems Process, Inc.
Christopher Burnley Blazent
Mark Darbyshire Tibco
Tim Howes Opsware Inc.
Duncan Johnston-Watt Enigmatec Corporation Ltd
Heather Kirksey Motive, Inc.
Andre Kramer Citrix Systems
Hal Lockhart BEA Systems, Inc.
Kevin O'Donnell Enigmatec Corporation Ltd
Barak Perlman Etagon
Josh Sirota BMC Software
J. Darrel Thomas EDS
Alex Vasilevsky Katana Technology, Inc.

FROM: Sarah Barbuscia, Global Inventions

DATE: November 16, 2004

SUBJECT: Minutes from 1st DCML Application Services TC Meeting – November 15, 2004

1.0 Attendance
Robin Basham, Christopher Burnley, Mark Darbyshire, Tim Howes, Duncan Johnston-Watt, Heather Kirksey, Andre Kramer, Hal Lockhart, Kevin O'Donnell, Barak Perlman, Josh Sirota, Darrel Thomas, Alex Vasilevsky, James “Jamie” Clark, Sarah Barbuscia

1.1 Agenda
11:00AM Welcome and opening remarks
11:05AM Roll call
11:10AM Election of the chair
11:15AM Welcome from OASIS staff and review of OASIS process and IPR policy
11:30AM Assignment of responsibilities for
   o Editor
   o Secretary
   o Webmaster
   o Liaisons
11:40AM BRIEF Discussion of hierarchy and work product
   o Application characteristics and categorizations
   o Services characteristics and categorizations
11:50AM Discussion of meeting schedule and locations
12:00PM Adjourn
2.0 Discussion

2.1 Welcome and Roll Call
- Darrel Thomas welcomed all participants to the first meeting of the DCML Application Services TC.
- The roll call of participants was completed and all participants present were confirmed as members of the TC.

2.2 Election of the TC Chair and Co-Chair
- The position of Chair of the TC was presented for nominations. Darrel Thomas volunteered to engage with the TC from convener to permanent chair.
- As there were no additional volunteers or objections to voting unanimously, Darrel Thomas was elected TC Chair.
- Darrel Thomas proposed that the TC elect a Co-Chair to assist the TC and nominated Mark Darbyshire for this role.
- Mark Darbyshire accepted the nomination and as there were no additional volunteers or objections to voting unanimously, was elected Co-Chair of the TC.

2.3 Review of OASIS process and IPR policy
- James Clark formally welcomed the TC members on behalf of the Oasis Organization and proceeded to provide a high level overview of TC process and applicable intellectual property rights.
- Each member of the TC was encouraged to review the TC process as well as the IPR policy and seek the opinion of their legal counsel to understand how these rules affect their participation within the TC.
- The policies in question can both be found respectively at: http://www.oasis-open.org/committees/committee_process.pdf http://www.oasis-open.org/who/intellectualproperty.php

2.4 TC Operational Roles
- Darrel Thomas suggested that the TC address ongoing operational roles such as an Editor, Secretary, Webmaster, and liaisons.
- Robin Basher volunteered to act as an editor for the TC
- Hal Lockhart volunteered to act as a Secretary to track membership participation.
- By consensus, all members agreed to rotate the minutes capturing duties of the Secretary.
- Web Master – There were no initial volunteers for this service. Darrel will send out a request for a volunteer to hold this position within the TC.
- Liaisons were identified as both internal and external positions. The TC identified the following groups that liaison activity should be initiated with.
Initial Oasis TC Liaisons:
- Oasis Web Services Distributed Management TC – Darrel has enrolled as an observer in this TC but a more permanent liaison that could participate in both TCs is preferred.
- Oasis Provisioning Services TC – Hal Lockhart volunteered to act as a liaison between the two TCs.

Initial External Organizational Liaison requirements:
- OMG
- DMTF
- GGF
- EGA
- Information Systems Audit and Control Association (ISACA) - Robin Basham is currently engaged with this organization and could provide training on the standard.

**ACTION:** Darrel to discuss WSDM liaison with Hal Lockhart.

**ACTION:** Jamie Clark to send Darrel a short description of each of the TC operational roles to assist volunteers in understanding expectations.

### 2.5 Brief Overview of DCML Technology & Application Services Activities
- Darrel Thomas provided an overview of the DCML Framework and topology.
- There are several documents such as the Framework Specification, Top Level Use Cases, Applications and Services Use Cases, minutes from the last DCMLO Application Services WG meeting, Founding business and technical whitepapers and the DCML Services hierarchy that are being donated to the TC for review and use going forward.

**ACTION:** All TC members to review donated material for the next TC meeting.

### 2.6 Discussion of meeting schedule and locations
- By consensus, the TC will meet every other week starting December 6, 2004 with the standing meeting days being Monday at 10:00am PST.
- The TC will consider having a face-to-face meeting in the mid-December timeframe. For the greatest effectiveness, the group considered holding the first Application and Services TC meeting in conjunction with other DCML TCs to allow coordination of efforts. The DCML Steering Committee will be reviewing meeting options and will organize a session for each of the TCs.