Agenda

• Roll call
• Member Comment Review
• TC Launch Timeline
• TC Resources
• Promotion
• Next Steps
Member Comment Review

• Public archive of member comments
  http://lists.oasis-open.org/archives/oasis-charter-discuss/

• Comments were received. A comment resolution log must be prepared:
  – Convener must post to oasis-charter-discuss list no later than 04 August (14 days after C4C close)
  – Include summary of each comment raised along with its resolution
TC Launch Timeline

- **Draft Charter**
  - Statement of work, scope, and other requirements defined in [TC Process](#)
  - Submitted by Convener to TC Admin 07 July 2014

- **Call for Comment**
  - 14-day review by OASIS membership at-large
  - Issued by TC Admin 08 July 2014; end 21 July 2014

- **Convener Call**
  - Convener, TC Proposers review member comments, finalize charter
  - Scheduled by TC Admin for 27 July 2014

- **Comment Log & Final Charter**
  - Due to TC Admin no later than 04 August 2014
  - Convener may request a single, 10-day extension to 14 August 2014 however this will push back date of first meeting

- **Call for Participation**
  - 45-day period for new members to join before first F2F meeting
  - Latest possible date 10 August 2014

- **1st TC Meeting**
  - Official TC launch, elections for chair/co-chairs
  - F2F scheduled for 24 September 2014. Location and call-in details must be available in the final submitted charter.
TC Launch Timeline

• Upcoming actions:
  – Call for participation – no later than 10 Aug
  – Reminder of deadline to join with voting rights – 15 Sep
  – Call for nominations for chair – 15 Sep
  – Last day to join with voting rights – 18 Sep
  – List of eligible voters to mailing list – 19 Sep
  – Inaugural meeting – 24 Sep
TC Resources

• Members-only TC web site / collaboration tools ("Kavi")
  – Only OASIS members may view
• Public TC web site (subset of Members-only)
• TC mailing list
  – Publicly archived
  – Only TC Members may post
  – Only TC Members and Observers are subscribed (automatically)
• TC comment list (non-member feedback to TC)
• TC wiki*
• JIRA issue tracking system*
• SVN version control system*

*Created upon request
Promoting Your Work

- Interop Demos
- TC Web Site (Public and Members-Only)
- Webinar
- FAQ
- LinkedIn Discussion
- Press Release
OASIS Press Release

- Must have at least 3 Sponsors
- Chair(s) quoted on behalf of TC
- Sponsors featured and quoted in release
- Scheduled at least 7 days after 1st TC meeting
- Deadlines posted to TC list in advance
TC Proposers’ Checklist

Submit Statement of Support to Convener (if not already done)

Join TC no later than 7 days prior to first TC meeting to secure voting rights

Post TC chair/co-chair nominations to TC list or at first meeting

Tweet, blog, post to Twitter, LinkedIn…

Use TC list for chair nominations, scheduling; **No work until 1st meeting**

Invite or recommend other potential participants
Convener’s Duties

Draft Charter
- Draft charter in collaboration with potential TC Proposers
- Identify at least 5 TC Proposers (from at least 2 organizational members)
- Collect Statements of Support from TC Proposers’ Primary Reps
- Submit draft charter to TC Admin

Call for Comment
- Subscribe to oasis-charter-discuss list
- Respond directly to each post, acknowledging receipt

Convener Call
- Prepare summary of comments received (in advance of call)
- Discuss and document resolution of each comment
- Post Comment Resolution Log no later than 28 days from CfC start

Final Charter
- Update charter per Comment Resolution Log (if appropriate)
- Compile final TC Proposers list with Statements of Support
- Submit to TC Admin within 5 days of Convener Call

Call for Participation
- Join TC online
- Post or update Discussion on LinkedIn OASIS Group
- Prepare FAQ (or delegate to other TC Proposer), submit to Communications
- Nominate yourself or others for chair/co-chairs via TC mailing list or at 1st meeting
- Work with TC Admin to draft agenda for 1st meeting

1st TC Meeting
- Convene meeting
- Conduct election of chair/co-chairs
Contact Information

TC Admin: Chet Ensign
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Communications, Recruiting: Carol Geyer
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