OASIS ESAT Meeting Minutes (05/17/2021)

Attendance on 5/17/2021:

Jason Burnett
Abbie Barbir
Lauri Korts-Pärn
Hiroshi Takechi
John Sabo
Ori Eisen
Bojan Simic
David Kopack

The agenda for this meeting:

1. Roll call
2. Agenda bashing (modification: discussion of terms of technical writer)
3. Approve minutes
4. Progress work
5. End of meeting

David called the meeting to order at 4:06pm PST.

APPROVE MINUTES

David asked for a motion to approve the agenda and minutes: Jason made a motion to approve the agenda and all previous unapproved meeting minutes, Ori seconded the motion. There were no objections to approval.

Added: Technical Writer update

John updated the group that the proposal was sent to the co-chairs. The Member Section approved $12,000 to support the appointment of a technical writer to the TC as well as approving a special membership to the ESAT TC (additional $300 stipend added to contract).

John and Abbie prepared a statement of work (contract) between OASIS and the potential technical writer. The proposal is currently being reviewed by Oasis management.

Abbie shared Schedule A of the contract and John explained the main points.
Abbie shared the link to the TC charter: 

John went over the various tasks according to the contract. He suggested that timelines be created for deliverables.

Abbie suggested that a review round and revision should be added to the contract.

Abbie suggested the first deliverable would be $4,000 and second deliverable should be $8,000 (rather than $6k / $6k.)

Abbie asked for a motion to amend the contract to reflect the changes above. John asked for more time to re-write Schedule A to include the deliverables from the charter.

John suggested early deadlines to accommodate OASIS’s slow turnaround on payment, etc.

Abbie will update John with the changes to Schedule A. Abbie has nominated Don Sheppard as a technical writer. He shared the linkedIn link. https://www.linkedin.com/in/donsheppard1/ Don has considerable experience in the specific type of work.

John suggested making a motion to approve a provisional SOW (to include revisions discussed in the meeting) --

Abbie made a motion to approve the appointment of Don Shepard, Ori seconded.

**PROGRESS WORK**

**ANY OTHER BUSINESS**

Bojan asked if there was any other business. There was none.

**ATTENDANCE REVIEW**

Abbie checked again for the final attendance.
Bojan asked for a motion to adjourn the meeting; Abbie made the motion; Ori seconded.

The meeting was adjourned at 4:46 pm PDT.