

ISO/IEC 19770-3 Other Working Group - Initial meeting minutes

Convening 9 September, 2008 - 1:00 PM Eastern Daylight Time

Proceedings:

1. Introduce participants
2. Proposed development schedule
3. Choose meeting schedule
4. Volunteer agreement and copyright release
5. Copyright issues
6. Review TOC draft
7. Define committee structure, membership, working schedule and missions
8. Proposed scope
9. Review outstanding issues/questions
10. Next meetings:
 - Committee meetings
 - Full OWG meeting

1. Introduce participants

Dan Anderson, Accenture
Charles Ansell, ECPweb.com
Adam Ayer, LicenseLogic LLC
Krzysztof (Chris) Baczkiewicz, Eracent, Inc. (Project Editor for 19770-2 and 19770-3)
Mathieu Baissac, Open Channel Solutions
Kris Barker, Express Metrix
David Bicket, Deloitte Enterprise Risk Services (Convener, WG21)
Tony Crawley, AstraZeneca
Heidi Gordon, Providence Health & Services WA/MT
Bill Goss, Quality Systems Consulting Group
Chris Grinton, ManageSoft
Mika Harviala, Symantec Corporation
Kathe Heyer, Woodward Governor Company
Patty Hutchinson, American Honda Corporation
Sherry Irwin, Technology Asset Management Inc
Steve Klos, Agnitio Advisors (Convener, ISO/IEC 19770-2)
Scott Lemm, University of Michigan
Andy Lever, American Honda Corporation
Steve Mullins, ManageSoft Corporation
Ravi Prakash Singh, Adobe Systems
Steven Russman, ECPweb.com
Scott Shaw, Dell Services
Michael Stark, University of California, San Diego
John Tomeny, Sassafras Software Inc. (Convener, ISO/IEC 19770-3)
Doug Wahl, University of Wisconsin-Stout

2. Proposed development schedule

- Define scope: immediately
- Create committee structure and membership: immediately
- Status report to Interim Meeting of WG21: 14 October 2008
- First draft for public review: early November 2008
- Final Committee draft: May 2009

Participant comments:

Steve Klos: This is an "optimistic" schedule. We may not make it.

John Tomeny: Yes, it is optimistic. However, we will aim for May 2009 with the hopes that the preparation work that has been done as part of the 19770-2 development will make our work on 19770-3 more efficient. If we don't make it by May 2009, we will need to receive a new remit from WG21 and then aim for the ISO plenary meeting in 2010.

3. Choose regular OWG meeting schedule

Discussion about days/times led us to choose Tuesdays at 12:00, Noon, Eastern Time. This time period was chosen to accommodate working schedules for participants from Central Europe the US West Coast. Due to interest in the Asia/Pacific region, we will also try to schedule some meetings for pre-10:00 am US Eastern Time to permit evening participation, particularly from Australia, New Zealand, and Japan.

4. Volunteer agreement and Copyright release

Currently in review within ISO. Will be available for signatures within the next few days. No submissions of content can be accepted until submitter has returned a signed agreement.

5. Copyright issues

Per the copyright release that each member will sign, participants may contribute any content (intellectual property) that they have either generated independently and retained rights to or that they have the right to contribute. Any material that is owned/copyrighted by another person or organization can not be contributed without full release from the copyright owner. Participants will affirm that they have the right to contribute any of the intellectual property that they contribute.

6. Review TOC Draft

Postponed discussion until next meeting.

7. Define committee structure, membership, working schedule and missions

Proposed Committee structure: Following is a list of committee structure and membership as of close of meeting on 9 September 2008. Additional OWG members are welcome to join committees as appropriate. In particular, the following needs exist: software manufacturer representation on Use-cases and Taxonomy; tool vendor representation on Taxonomy and Implementation; possibly one or two more skilled XML Editors. Others are welcome to fill in wherever your interests draw you.

Convener comments: I have received several questions from people asking how much of a time commitment they will be making by joining the OWG. And so I will provide the following reply here for the benefit of all:

Tuesday meetings of the full OWG will be as needed - not weekly unless necessary. The purpose of full OWG meetings will be to assist with collaboration between the committees and provide overall direction to all members. The real work happens in the committees.

Each committee will schedule their own meetings as needed to accomplish their work. Members will likely confer with each other during the committee calls and do most of their work between calls. Time commitment is difficult to assess since it tends to be driven on an individual basis depending on the level of interest that each participant demonstrates in the work. But it would not be unusual to anticipate one conference call per week (for up to one hour) either with the OWG or with your working committee, and then whatever amount of time you are personally willing to commit to research and development tasks between calls. An active participant can probably expect to spend approximately 2 - 3 hours per week initially, then as the development progresses, that commitment would likely decrease.

Use-cases - Define and describe use-cases to drive generation of Taxonomy.

Steve Mullins, Chair
Krzysztof Baczkiewicz
Mathieu Baissac
Tony Crawley
Ian Dunn
Bill Goss
Chris Grinton
Mika Harviala
Kathe Heyer
Patricia Hutchinson
Sherry Irwin
Andy Lever
Michael Stark
John Tomeny

Alignment - Describe alignment with and relationships to existing SAM, service management and other standards.

Steve Klos, Chair
Dan Anderson
Adam Ayer
Tony Crawley
Heidi Gordon
John Tomeny

Taxonomy - Elements, interfaces, etc., that will be part of the standard.

Scott Shaw, Chair
Chris Baczkiewicz
Chris Grinton
Kathe Heyer
Steve Klos
Michael Stark
John Tomeny

Implementation - Describe what must be implemented, and how to implement, at a minimum to claim 19770-3 compatibility.

Mathieu Baissac, Chair
Kris Barker
Krzysztof Baczkiewicz
Steve Klos
Ian Dunn
Ravi Prakash Singh
John Tomeny

Industry - Describe market demand, benefits, relationships to existing standards, and other public relations tasks.

Scott Lemm, Chair
Charles Ansell (tentative)

Steve Klos
Steven Russman (tentative)
Scott Shaw
John Tomeny

XML Editors - XML editors.
Chris Baczkiewicz, Chair
Ravi Prakash Singh
John Tomeny

Review & Edit - Document editors.
Heidi Gordon, Chair
Dan Anderson
Adam Ayer
Mika Harviala
Ravi Prakash Singh
John Tomeny

8. Proposed Scope

Postponed discussion until next meeting.

9. Review outstanding issues/questions

Participant comments:

Steven Russman: Proposed a Face to face meeting in Marco Island - possibly on Wednesday that week.

Ravi Prakash Singh: suggested a web site for resources and an on-line discussion forum

John Tomeny: I am working on publishing a web site for OWG public announcements, private OWG member discussion, and work collaboration. There is presently a public discussion forum located at: <http://www.agnitioadvisors.com/> Steve Klos has volunteered to also host a private discussion forum. Options are presently being considered. I plan to provide more details in our next meeting.

Post-meeting additions:

After the meeting closed, the following topics were offered by participants through email:

- Krzysztof Baczkiewicz suggested we use CollectiveX for collaboration support.
- Several members suggested using Skype for conference call support.
- Steven Russman suggested we host a meeting for the OWG members for Wednesday Oct. 15 during lunch at the IAITAM conference in Marco Island, FL.
- Steven Russman also offered to let the OWG host materials and discussion on IBSMAforum.com.
- Ian Dunn of Itillion Ltd sent regrets for not being able to make it to the meeting and volunteered to work on Implementation and Use Cases.
- Kris Barker sent regrets for having to leave the call before committee assignments began. He offered to join a committee where needed.
- Sandeep Handa from Adobe sent regrets for not being able to attend and expressed his interest in an alternate meeting time to support participation from India.

10. Next meetings:

Full OWG meeting: We will schedule a tentative meeting for Tuesday, 16 September 2008: 12:00 noon, US Eastern Time in the anticipation of receiving an approved signature form in time for participants to sign it prior to the meeting. JT will either confirm or postpone the next meeting by email notice on Friday, 12 September.

Committee meetings: TBD

Prepared by: John Tomeny