

DAD-CDM Project – Minutes of second PGB meeting

August 10th, 2023, 12:00 pm EDT over Zoom

Suggested links:

- <https://lists.oasis-open-projects.org/g/dad-cdm/calendar>
- <https://lists.oasis-open-projects.org/g/dad-cdm/topics>
- <https://lists.oasis-open-projects.org/g/dad-cdm-pgb/topics>
- <https://lists.oasis-open-projects.org/g/dad-cdm>
- <https://lists.oasis-open-projects.org/g/dad-cdm/files>

Present:

Georgianna Shea, FDD (Co-Chair)
Stephen Campbell, DISARM
Duncan Sparrell, sFractal
Chet Ensign, OASIS
Jon Brewer, DISARM (Sec)

Note: the meeting was not quorate (>50 = need six), so decisions pending later approval

Summary of decisions and actions

- Decision (pending): Documents with PII are best shared via the DISARM Foundation's google drive, and shared with PGB members individually
- Decision (pending): Documents without PII and needing to be open are best held on Github, where who made what changes is automatically tracked
- Action: Chet will follow up with Kelly re: Github permissions (Co-Chairs/Sec minimum)
- Action: Stephen to share the TSC list individually via google drive
- Action: All to review TSC list – do we have the right mix?
- Action: Chet to suggest governance; straw man draft
- Notes of previous meeting – actions outstanding:
 - o Action: Have we all read the content of the github (homework!)?
 - o Stephen was to turn on transcriptions in zoom; not possible with the existing subscription; we considered Otter.ai; concluded to stick to simple notes
 - o Action: Chet will set up Slack for the project.

Meeting notes

GitHub access and security issues

- We are still unable to create calendar events or upload docs

- Chet will follow up with Kelly to ensure at least Co-Chairs/Sec have access
- Stephen gave access via the DAD-CDM list; George and Duncan did not open it, realising it would be verified on a public email list
- We have Githubwrite access, but it's a glass bowl for read access to the wider world
- Documents with 'personally identifiable information' (PII) are best shared via the DISARM Foundation's google drive, and shared with PGB members individually
- Documents without PII and needing to be open are best held on Github, where who made what changes is automatically tracked.

TSC membership and rules

- Stephen shared screen with possible TSC members, suggested by Stephen and Jon
- This included columns to indicate if potential delegates' met specific criteria
- George: should there be just one TSC member per company? Stephen: Yes
- Stephen to share the list individually via google drive; all to review - do we have the right mix?
- Duncan: a number of key, helpful comments and questions...
 - Put the charter on Github, but not email addresses (Oasis:GDPR)
 - What are the governance rules?
 - Who does the work? Who gets to decide?
 - PGB:TSC – top-down or bottom-up?
 - Size? Scope? Number of TSCs and Sub-committees?
 - Open or invite only?
 - Also, questions of IP
- Stephen: suggests Working groups – even just 2 or 3 people
- Duncan: should not be invite only; needs to be open, but criteria for who we need
- Stephen: PGB giving tasks to TSC and approving
- Chet: other rules...
 - There are limits to what the PGB can delegate
 - Size - limit to 9? 11?; needs an odd number; you can set the size of the TSC in the charter document
 - Invite and nominate and/or self-nominate? Call for nominations? Anyone with a pull request approved? If you don't show up for 3 meetings, you're dropped? Annual re-election?
- George: Is there a template for governance and rules of contribution?
- Chet: can get a suggestion/example
- Stephen: also has an example from another project
- Chet: before publicising TSC, we need to focus on the PGB until we get bootstrapped
- Duncan: PGB vs TSC roles – Top-down (more clarity) vs bottom-up (more open)? This is a hot political topic
- Stephen: TSC – in initial year or setup, PGB approved; start top-down; then bottom up
- Duncan: further points...
 - Contributors – anybody is open to participate

- o I see the 3 levels as: PGB; TSC; Community
 - o SLACK - only discussion - not decisions
 - o Not just TSC governance – we also need PGB governance
 - o 'Lazy consensus' or formal voting – suggest the former to the extent we can
 - o Personally, assuming we keep TSC to lowest number, I would to participate in the feeder to the TSC and the working groups (STIX experience, OASIS experience) without necessarily being on TSC
- Chet: Charter and Governance are two docs; our current draft governance doc:
<https://github.com/DAD-CDM/dad-cdm-admin/blob/main/GOVERNANCE.md>