10/13 Agenda Topics / Meeting Minutes

**Attendees:**

* Tim Posey, Mark Bragg, Matt Post, Adam Taylor, Dave Blakelock, Andrew Clyne, Richard Henning, Frank Miller, Pari Bajpay, John Knies, Keith Young

**Discussion Topics / Minutes / Action Items:**

1. 2016 Items (AM Session - 1 hr)
   1. Definition of Done – Network Use Cases
      1. P3 – Oceans Performance Data
         1. Dennis Chang / Mick / Mark B. – Define minimum data ingestion for 2016/2017
         2. Next Actions:
            1. Target Date: 10/21 – Mark Bragg to work with Mick M. / Dennis Chang to provide date for defining minimum set of data sources / tables / volume estimates for ingestion in 2016 & 2017 to enable resource / activity planning
      2. P2 – Router Outage / Predictive Analytics
         1. Alan Scherger’s RFP Timeline
            1. Finalize Vendor Selection – Oct 14th
            2. SOW Negotiations – Oct 17th – Nov 11th
            3. Vendor work to start on site – Nov 14th
         2. Next Actions:
            1. Target Date: 10/21 - Tim Posey to work with Alan Scherger team / Mick M. / Derek S. :

Define what segment / platform / geography is most important and minimum set of data sources / tables / volume estimates for ingestion in 2016

Understand and communicate RFP timeline dependencies

* + 1. P3 - Router Evolution
       1. Scope of work required for 2016 is unclear due to Business Case CR being placed on hold
       2. Next Actions:
          1. Target Date: 10/21 - Tim Posey to work with Vamsi Krishna / Sandra Montijo to define minimum data ingestion needs for 2016 and understand overall CR delivery plan
    2. B2B – Define Production Support requirements for the B2B Use Cases
       1. Next Actions:
          1. Target Date: TBD - Tim Posey to work with Scott Berns and Joe Gance to define what the production support model, requirements and timelines are for the B2B use
  1. Hardware / Software Build-out and alignment against outstanding use cases
     1. Severity 1 Issue logged with Cisco regarding leaf nodes / ACI
     2. Next Actions:
        1. Completed : Frank Miller escalated issue within Cisco
        2. Completed: Target Date: 10/14 - Robert Langhart leading team thru discussion on possible mitigation / work-around approaches to maintain schedule for Dev and Prod environments until Cisco determines resolution
  2. VDI
     1. Keith Tarter w/Impetus reporting VDI session issues (connectivity loss / slow performance) are rendering it unusable by the developers
     2. Next Actions:
        1. Target Date: 10/20 – Babu Chimata working with Babu C. / Santi D. / Aaron Plank / Saraubh Jain to isolate the problem and determine acceptable solution.
        2. Completed: Target Date: 10/17 -- Andrew Clyne work with Keith Tarter / Tim Posey to understand the level of off-shore development required to ensure success and whether additional funding is required to shift to full onshore model.
  3. Use Time Timeline –
     1. Adam Taylor presented high-level plan of activities required to ensure successful implementation of use cases on the Cloudera platform
     2. Next Actions:
        1. Target Date: 10/19 -- Adam Taylor working with Andrew Clyne / Tim Posey on utilization of Cognilytics resources to assist with planned activities
        2. Target Date: 10/21 – Tim Posey checking with Joe Gance / Swaroop Trehan to determine if firewall issues / network bandwidth would block possible mitigation approach of using Disaster Recovery environment as a temporary Development environment as mitigation to additional slippage of environment build-out.
        3. Completed -Target Date 11/13 – Adam Taylor work with Robert Langhart to coordinate testing installation of Cloudera software on the Development environment during evening of 10/13 to determine if forward progress can be made.
  4. Tim Posey working with Meg Hall / Linda Soon / Andrew Clyne on acceptance / funding proposal from Impetus to bring additional onshore presence to mitigate delays due offshore development access to data.
  5. Tim Posey is driving tracking of work within Agile Central
  6. Target Date: TBD -- Tim Posey / Joe Gance working on defining plan / infrastructure & tools / requirements for the production Big Data Environment and will engage Hari Ganesan w/Cloudera.

1. 2017 Use Cases (AM Session) 1hr
   1. Brief review of Use Cases budgeted under TMO
      1. Platform CTL Requirement
         1. Talk to Meg about how we plan for these requirements
         2. Work with Judy Cacco who is capturing related requirements
      2. Churn Use Case
         1. Establish Cross-Functional Team to…
         2. Scott Berns to provide feedback
      3. PODS - Deploy 100TB Cloudera storage in 3-5 PODS
         1.  PODS in place by ~APRIL 2016 - Plan sprint to start in June
      4. Increase Sandbox Size to Size of Production
         1. Launch ASAP🡪beginning in January
         2. Current: 5 Sandbox Nodes & 46 Production Nodes
            1. Add 46 Sandbox Nodes & Leave Current Sandbox Nodes in Lab
   2. Prioritization and PI9 Cross Impact Planning
      1. Identify data sources and impacted resources and allocation of time from SMEs in CA-Agile
      2. High-Level Estimates for 2017 Work should come thru intake process
      3. Next Steps:
         1. Target Date: TBD -- Tim Posey working with Ed Pick /Matt Laborde/ Sandra M. / Mick M. / Lori S. to understand business use cases out there and potential new initiatives
   3. Note: TMO is not budgeting for development of Big Data Center of Excellence
2. Ownership / Stakeholders (PM Session) 2.5h
   1. Clarification of responsibilities
      1. Security
         1. Security cuts across multiple lanes of responsibility including CoE, Data Governance, Intake, Architecture and Development which is leading to a lack of overall ownership for driving resolution.
         2. Information Security – Michael Lindsey is point of contact within security for definition of the rules and will coordinate bringing the appropriate folks in John Knies’ team as well as Kent Geerlings team.
         3. Security Program Management – We have a resource gap for a person to drive planning and execution of security related actions necessary for success
            1. Next Actions:

Completed: Target Date: 10/17 - Richard Henning to develop high-level plan for security related items

Completed: Target Date: 10/21 - Michael Lindsey to work with John Knies to determine whether Wayne Howery could assume this responsibility

* + - 1. Target Date: 10/21 – Pat Hennessey working with David Allen / Michael Lindsey/ Michael Ridley to define approach and initial set of metadata tagging necessary to support security architecture / framework / requirements.
      2. Target Date: 10/21 - Michael Ridley working with Michael Lindsey / David Allen to review / revise document defining the security rules / framework / architecture applicable for Big Data
    1. Development
       1. 30-40 resources associated with the project:
       2. Next Actions:
          1. Target Date: 10/31 - Tim Posey meeting with Joe Gance / Babu Chimata to understand current staffing / roles / roll-off dates of temporary development resources and define clarify team structure, roles and responsibilities.
          2. Target Date: 10/21 – Frank Miller working to get a PM allocated to the Big Data development team
    2. Architecture
       1. Mark Bragg is responsible for infrastructure and tool selection for Big Data
       2. Mark Bragg will be our liaison with the team (including Ade Miller / Shanti Dash) defining the target end state architecture for the Big Data platform and will own assisting our team with delivery against that architecture.
    3. Re-define Roles / Responsibilities and Clarify Boundaries
       1. Significant changes in leadership and team structure have occurred since our kick-off meetings at the end of August and we need to ensure our team clearly understands roles / responsibilities
       2. Next Actions:
          1. Completed: Target Date: 10/17 – Richard Henning to prepare and distribute deck out to leadership team
          2. Target Date: 10/24 – Team Leaders to revise roles / people and add bullets to clairify responsibilities and boundaries

1. Additional Agenda Topics:
   1. The topics listed in (b.) below were not discussed in detail due to time constraints.
      1. Due to the importance and urgency required to clarify / establish ownership and target dates, everyone is requested to review and revise these items and commit to target delivery dates. If you choose not to respond, we will assume your agreement and move forward for the sake of expediency.
      2. Next Actions:
         1. Target Date: 10/14 - All – Review, clarify, update and respond back to Richard Henning with any changes.
         2. Target Date: 10/29 – Richard Henning to work with Linda Soon to have these activities added to the overall Big Data plan and establish milestones on the Big Data weekly status report for executive reporting.
   2. Items / Owners / Dates
      1. Matt Post & Richard Henning -- Next Focus
         1. Drive Alignment on Common Network Abstraction Model [Oct 2016 - March 2017]
            1. Looking Shawn Draper To Set Up The Meeting
         2. Establish SandBox [Initial Analysis: Oct-Dec; Deployment: Jan - May of 2017]
            1. Environment Architecture Decisions
            2. Wrangler
            3. Development Tools (Jupyter Notebooks/Hub, Model Controller, Etc)
            4. Ensure We Develop a Fast Learning Environment For Business Units
         3. POD Experiments [Analysis & Planning: Present-May 2017; Execution: June - Dec of 2017]
            1. Utilize Experiments to Determine:

NiFi/StreamSets, Cask, Rocana / ZenOSS / Splunk, etc…

* + - * 1. Drive Common Experiments Across Teams:

SDN/NFV, IoT, Ops, etc…

* + 1. Andrew Clyne / Ed Pick: Take overall ownership of these activities and lead role by working with Mark Bragg on Architecture & CoE Governance, Tim Posey on Development Roadmaps, Matt Post on Strategy and Business Engagement & Value, and other teams as required.
       1. Communicate With Teams Who Have Pending Requests & Determine Approach To the Backlog of Business Use Cases [By End of Oct]
       2. New Integrated Intake Process [Oct 2016 - March 2017]
       3. Communication Program [Develop Oct - Dec 2016; Launch Jan 2017]
       4. Strategic Roadmap [January - May 2017]
       5. Architecture Roadmap [Develop Targets: Oct - Nov 2017]
       6. Data Governance Roadmap [Develop Targets: Dec 2016 - Feb 2017]
       7. BI Roadmap [Get Roadmap from Tim?]
       8. Security>>Get PM Assigned & Ensure Cloudera Resources Are At the Table…
          1. Work With John K. To Ensure We Get Enough Resource Support
          2. [Establish Clear Roadmap/Documented Policies: Oct - Dec]

1. Miscellaneous:
   1. Cloudera License Disposition
      1. Node Info & Limitations
         1. Current Total: 149 Nodes
         2. 2017 S/W License: Up To 600 Nodes
         3. Utilizing 27 Nodes Per POD to Deliver 100TB
            1. 5\*27=135
            2. 135+46+149 = 320 Nodes

Leaving 280 Licenses

* + - * 1. CLC is running free version – Propose - Use 24 of the Licenses for the Enterprise Version