openETCS PMB Meeting Minutes

1 Meeting Information

Subject	PMB Weekly Scrum: Project Management Board
Date & time	2013-04-26, 13:30h–14:30h
Location	Telco and Goto-Meeting
Called up by	Klaus-Rüdiger Hase
Participants	PMB, Sylvain Baro, Klaus-Rüdiger Hase, Bernd Hekele, Baseliyos Jacob, Michael Jastram, Begoña Laibarra, Peter Mahlmann, Stefan Rieger, Giovanni Zanelli
Minutes by	Bernd Hekele

2 Agenda

- Proposal for new meeting schedule of weekly scrum meetings

- FPP and PCA release

- Update on SRSS task

- Next PCC Meeting

- Review Process

- A.O.B.

3 Discussion

- Proposal for new meeting schedule of weekly scrum meetings We see some space for optimisation in our weekly Scrum meetings. The proposal described below has been accepted by the PMB.

  The WP- meetings will be shortened to last 15 minutes each (again, strictly timeboxed). This slot is seen sufficient for reporting on progress and impediments.

  If a special topic pops up we have sufficient time before and after the weekly meetings to meet on demand. The goto-meeting infrastructure will be made available on request. If you need the platform, make sure you address directly all persons involved.

  We still have weekly meetings on Friday. We have time before 10:00 and after 12:15 for special topics. We skip our German cluster. This gives the following schedule:

  - 8:00 - 10:00 Topics on demand
  - 10:00 - 10:15 WP6
  - 10:15 - 10:30 WP5
  - 10:30 - 10:45 WP4
  - 10:45 - 11:00 WP3
  - 11:00 - 11:15 WP7

- 11:15 - 11:30 WP2
- 11:30 - 12:00 PMB
- 12:00 - 12:15 WP1
- 13:00 - 16:00 Topics on demand

The meeting owners are invited to set-up their meeting in the new google project calendar.

- FPP and PCA release Updated documents are out for final confirmation. Results are expected by Friday, May, 17th.

- Update on SRSS task We are still collecting participants. Confirmation missing from SNCF and Alstom.

- Next PCC Meeting The meeting originally scheduled in May is cancelled.

- Review Process SQS has provided a new review process. This review process is currently in the state of a prototype. It is in use for the review of the document as such and for quality related documents. After confirmation, we plan to take this process in use. Till then the current agreements - especially the review process in use with requirement documents - can be used for ongoing activities. The new process resp. quality document has to respect the review results which have been achieved beforehand. It is foreseen to have a (live or goto-) meeting in order to finalize the review.

- A.O.B. The planning for the July ITEA review is avaiolable in Github (repository management). In the plan the presentations are proposed. Each active WP is expected to contribute with a presentation. Please, have a look at the plan and check your participation.

  Based on Google we take the project calendar now in use. Peyman has contributed in the ecosystem wiki a document on how to use the calendar:
  https://github.com/openETCS/ecosystem/wiki/How-to-use-the-openetcs-calendar

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4   Notes