

MEETING MINUTES

ITEA2-ModelWriter-13028 Project



Date	Subject	Location
2014.11.08	Kick-off meeting	KoçSistem Headquarters, Istanbul, Turkey

Attendees:

Name	Function	Company
Ferhat Erata [FE]	Project Leader	UNIT
Etienne Juliot [EJ]	French Consortium Coordinator	OBEO
Dr. Erhan Mengüsoğlu [EM]	Turkish Consortium Coordinator	Mantis
Hale Gezgen [EG]	Secondary Contact Point	KoçSistem
Moharram Challenger [MC]	Secondary Contact Point	UNIT
Samuel Cruz-Lara [SC]	Primary Contact Point	CNRS

Agenda:

Topic	Comment
Project official Kick-off Date (M1 - [M] Kick-Off Meeting)	Official start date is 1 October 2014. This is the kick-off meeting
Workshop Meeting	2-day workshop in January (face-face technical meeting) in Izmir (Smyrna), Turkey, search for a direct flight from Toulouse/Nantes (https://unit.doodle.com/pprrtcqg7fqp7w64)
Yearly meetings	Yearly face-to-face meetings will be organized and synched at Models , EclipseCon (additional to ModelsWard , ECMDA conferences)
Project Site	www.modelwriter.eu (will be later hosted on GitHub) http://modelwriter.github.io/
Source Code Management (Repositories)	GitHub (Private Repository for use cases, Public Repository for Open Source Platform) https://github.com/ModelWriter Work Package 1 - https://github.com/ModelWriter/WP1 Work Package 2 - https://github.com/ModelWriter/WP2 Work Package 3 - https://github.com/ModelWriter/WP3 Work Package 4 - https://github.com/ModelWriter/WP4 Work Package 5 - https://github.com/ModelWriter/WP5 Work Package 6 - https://github.com/ModelWriter/WP6 Work Package 7 - https://github.com/ModelWriter/WP7
Project Wiki	GitHub (https://github.com/ModelWriter/Project-Collaboration/wiki) GitHub (for each WP, https://github.com/ModelWriter/WP3/wiki)

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Project Discussion	GitHub (https://github.com/ModelWriter/Project-Collaboration/issues)
Document Co-authoring	Google Drive (http://goo.gl/IRjKq)
Document Management	GitHub (https://github.com/ModelWriter/Document-Management)
Issue Tracking	<p>GitHub Issues, e.g. https://github.com/ModelWriter/WP5/issues)</p> <p>Work Package 1 - https://github.com/ModelWriter/WP1/issues Work Package 2 - https://github.com/ModelWriter/WP2/issues Work Package 3 - https://github.com/ModelWriter/WP3/issues Work Package 4 - https://github.com/ModelWriter/WP4/issues Work Package 5 - https://github.com/ModelWriter/WP5/issues Work Package 6 - https://github.com/ModelWriter/WP6/issues Work Package 7 - https://github.com/ModelWriter/WP7/issues</p>
Project Product Backlog (Waffle.io and GitHub Issues)	https://waffle.io/modelwriter/product-backlog https://github.com/ModelWriter/Product-Backlog/issues
Scrum Management (Waffle.io and GitHub Issues)	<p>Waffle.io and GitHub Issues, e.g. https://waffle.io/ModelWriter/WP5</p> <p>Work Package 1 - https://waffle.io/ModelWriter/WP1 Work Package 2 - https://waffle.io/ModelWriter/WP2 Work Package 3 - https://waffle.io/ModelWriter/WP3 Work Package 4 - https://waffle.io/ModelWriter/WP4 Work Package 5 - https://waffle.io/ModelWriter/WP5 Work Package 6 - https://waffle.io/ModelWriter/WP6 Work Package 7 - https://waffle.io/ModelWriter/WP7</p>
Teams	https://github.com/orgs/ModelWriter/teams --- https://github.com/orgs/ModelWriter/teams/owners https://github.com/orgs/ModelWriter/teams/pcc https://github.com/orgs/ModelWriter/teams/tcc https://github.com/orgs/ModelWriter/teams/wp1-committers https://github.com/orgs/ModelWriter/teams/wp2-committers https://github.com/orgs/ModelWriter/teams/wp3-committers https://github.com/orgs/ModelWriter/teams/wp4-committers https://github.com/orgs/ModelWriter/teams/wp5-committers https://github.com/orgs/ModelWriter/teams/wp6-committers https://github.com/orgs/ModelWriter/teams/wp7-committers
Requirement Management	<p>User Requirements Document (URD) & Software Requirements Document (SRD) (https://github.com/ModelWriter/Requirements)</p> <p>WP1 - T1.7 – Consolidated User Requirements: A common User Requirements Document (URD) (D1.7.1) will be compiled from the catalogues of Industrial Use Case partners, resulting in a common list of</p>

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	<p>formal requirements with initial prioritization, taking into account both national priorities and international commonalities / synergies.</p> <p>WP1 - T1.9 – Software Requirements: A common Software Requirements Document (SRD) (D1.9.1) derived from the previous URD will identify and prioritize the functional and nonfunctional requirements for the ModelWriter IDE, addressing the selected User Requirements.</p>
ITEA & ARTEMIS Co-summit 2015 - ModelWriter	UNIT will participate in ITEA & ARTEMIS Co-summit to present ModelWriter project.
Leadership of Work Package 1 - Industrial Use Cases and Requirements (SA)	For the sake of balanced work package distribution wrt countries and companies, Airbus seems the most suitable partner for industrial use case (EJ, FE)
Work Package Distribution	<p>Work Package 1 - Industrial Use Cases and Requirements (? AIRBUS)</p> <p>Work Package 2 - Semantic Parsing and Generation of Documents and Documents Components (LORIA)</p> <p>Work Package 3 - Model to/from Knowledge Base (UNIT)</p> <p>Work Package 4 - Knowledge Base Design and Implementation (MANTIS)</p> <p>Work Package 5 - Project Management (UNIT)</p> <p>Work Package 6 - ModelWriter Architecture, Integration and Evaluation (OBEO)</p> <p>Work Package 7 - Standardization, Dissemination and Exploitation (OBEO)</p>
M3 - [D] Industrial Use Cases and Requirements and Corpora	M3 -> M4 : write a reasonable justification in the report when it is done about shifting one month.
Meetings Recurrence	Meetings every two weeks. The first one is national and the second one is international.
Project Coordination Committee (PCC)	[From The ModelWriter FPP] The Project Coordination Committee (PCC) consists of one representative for each participating partner. Such PCC is chaired by the Project Leader (UNIT), who endorses the overall responsibility for the execution of the contract, for the effective global management of the project, for maintaining contact with the ITEA organization and for monitoring the interaction and the relative progress of the work amongst the partners.
Technical Coordination Committee (TCC)	[From The ModelWriter FPP] The Technical Coordination Committee (TCC) made up of the Work Package leaders. The TCC carries the overall technical responsibility of the project. Each work package leader is responsible for the progress, results, achievements and problems (incl.

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	Technical Risks) within his work package, and periodically reports to the TCC.
Project Cooperation Agreement (PCA) & IPR (Intellectual Property Rights)	<p>[From the ITEA Rules & Regulations] All partners in each ITEA project have to sign a Project Cooperation Agreement (PCA). The PCA details the cooperation between the project partners (contractors, and if applicable, subcontractors). For some PAs the PCA - signed by all partners - is a prerequisite for granting a funding contract or for executing the payments. The PCA has to explain:</p> <ul style="list-style-type: none"> a. the purpose and scope of the co-operation b. the execution of subcontracting c. financing aspects (if applicable) d. confidentiality regulations <p>The main elements of a PCA are laid down in a PCA model. When submitting an FPP, all partners have to declare to the ITEA organisation that a PCA has been or will be signed.</p>
OSS (Open Source Software) Licence	[From the ModelWriter FPP, The Dissemination Plan] OSS components should be defined. OSS Licences such as EPL (http://choosealicense.com/licenses/)
Eclipse Project Submission	[From The ModelWriter FPP] dissemination & exploitation plan and open source campaign.
Goal definitions according to FPP	Goal definitions prior to product backlog must be set based on FPP by the consortium.
Email Account	Google Apps (project@modelwriter.eu)
Emailing List	Google Groups (consortium@modelwriter.eu)
Creation of the Product Backlog of the project	<p>Project Partners must contribute the product backlog (Features/Requirements)</p> <p>https://github.com/ModelWriter/Product-Backlog</p>

Action plan:

Item	Assigned to	Due Date
Inform Belgian partners about kick-off meeting [Done]	[FE]	2014-11-14
Send a doodle for workshop dates between 12-19 January 2015 [Done]	[FE]	2014-11-21
Collect GitHub usernames from partners[Done]	[FE]	2014-11-14

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Send invitations to project partners for BaseCamp	[FE]	2014-11-14
Share ModelWriter Documents - Share Google Drive Link	[FE]	2014-11-14
ITEA & ARTEMIS Co-summit 2015 - ModelWriter Exhibition requirements Call for participation to ModelWriter	[FE]	2014-11-21
Send an email to Anne, Airbus for taking the leadership of WP1 [Done]	[FE]	2014-11-21
Send a doodle to vote for the day of the regular meeting	[FE]	2014-11-21
Organize a national consortium meeting (17-18-19 November 2014)	[FE]	2014-11-21
From each company, request project primary, secondary point of contacts, and technical contact (PCC and/or TCC members) (preferably by doodle)	[FE]	2014-11-21
Share Meeting Minutes to project partners [Done]	[FE]	2014-11-21
Organize Waffle for GitHub (Workflow States, Queue, Product Backlog, Ready, In Progress, Deferred, Done) [Done]	[FE]	2014-11-21
Create a User Manual for Github [Done]	[FT]	2014-11-21
Create a User Manual for Waffle-GitHub Integration	[FT]	2014-11-21
Create a User Manual for GitHub-Eclipse Integration (EGit) [Done]	[FT]	2014-11-21
Planning Product-Backlog/Releases/Sprint (Milestones/Deliverables) [Done]	[FE]	2014-11-21
Inform French Partners about the Turkish funding is officially approved.	[FE]	2014-11-21
Create a User Manual for Github-GitHub for Windows	[FE]	2014-11-21
Create an initial version for PCA	[MC]	2014-11-21
Create a Requirements repository and issue list and scrum board for User Requirements Document (URD) and Software Requirements Document (SRD) [Done]	[FE]	2014-11-21

Distribution:

Name <Email>, Function, Company
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Ferhat Erata 


Projects / 13028 ModelWriter


Details of 13028 ModelWriter




Key data Partners Countries Work packages Costs and effort Reporting Calendar Management

Project basics

Project name	13028 ModelWriter
Public project website	ModelWriter
Project title	Text & Model-Synchronized Document Engineering Platform
Description	Development of an integrated authoring environment combining Semantic Word Processing (= the "Writer" part) with Knowledge Capture Tool (= the "Model" part) solutions.
Status	Labelled
Project leader	Ferhat Erata
Call	ITEA 2 Call 8
Start date	01 Oct 2014
End date	30 Sep 2017
Challenge	 Knowledge-based society

 Edit project key data for 13028 ModelWriter

Project checklist

 The required documents of types 'FPP Annex (Track Changes), Change Request' is missing in your [proposal documents section](#)

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Ferhat Erata
ModelWriter Project International Consortium Leader