

July 16, 2003 CMM-WG teleconference minutes

1 Early discussion

- Note taker assignment: Fred volunteers
- Roll call (including e-mail)
 - Fred Maciel
 - Ellen Stokes
 - David Snelling
 - Hiro Kishimoto
 - Andreas Savva
 - Jimmy Strickland
 - David W. Levine
 - Nick Butler
 - Vinod Viswanathan
 - Surendra Reddy
 - Aad van Moorsel
 - Jem Treadwell
 - Latha Srinivasan
 - M. Homayoun Pourheidari
 - Jim Willits
- Approve GGF8 minutes: no comments, considered approved. Worth registering here thanks to Tyky Aichelen for her very detailed and precise notes.
 - Minor errors exist in the minutes (on English and content), and not many people seemed to have read them, so comments are still welcome.
- Question on how to access the CMM-WG documents.
 - Fred mentions that access is open to anyone, once he/she can find the CMM-WG page in GridForge. GGF problems continue (still no link from ggf.org to the CMM-WG GridForge page, and even worse, the ggf.org site is not operational due to a hard disk crash).
 - Fred explained relationship between mailing list and GridForge permissions.
 - ♦ Action item: post David's e-mail explaining GridForge access permissions. [done]

2 Plan work for our next milestone (GGF9)

- Proposal: writing an introduction to "what is CMM" (initially targeted at other WGs, ultimately intro to one of our documents).

- Fred: first targets are the OGSA and OASIS WSDM face-to-face meetings, in 2 weeks.
- Ellen volunteers to write the document
 - ♦ Action item: post document next week.
 - ♦ Suggestion: do teleconference to discuss it. Accepted.
- Discuss the outline (sections) of the community practice document.
 - There are two outline proposals: by David (Fred's GGF8 presentation, slide 12) and by Ellen (Ellen's presentation, backup slide 8 – not presented in the GGF8 session).
 - Ellen proposes for now to focus on the short term, and compile a set of basic information that can be used as basis for the work in the charter.
 - Q: Any document currently available to review? A: no.
 - Q: Sort of primer? Ellen: sort of requirements phase. Don't spend time doing requirements themselves, but pull requirements while doing work (the requirements will pop out).
 - ♦ Q: a new requirement might require changing the design? A (Ellen): not for now, this is just to get the work started on the next couple of months.
 - Before the discussion (and work assignments) can start, a more detailed outline is needed. Action item: Ellen, David, and Fred will discuss the outline by phone and post a strawman outline (which includes for each section a short paragraph with its intention).
 - ♦ Will discuss this outline in next teleconference.
 - ♦ Suggestion: add a paragraphs on what the community practice document is. Accepted.
- Ask for volunteers to author the sections
 - To be done on the mailing list.

3 Interfacing with other WGs

- Fred uses the list compiled in the GGF8 session to ask for liaisons.
- WGs inside GGF:
 - OGSA: Fred.
 - Applications RG: Vinod volunteers.
 - GRAAP:
 - ♦ Ellen already in contact with Karl Czajkowski, so that OGSI-Agreement won't define functionality (e.g., on relationships and lifecycle) that overlaps with CMM.
 - ♦ HP also offers to help.

- Security: no volunteers, decided to create a link later.
- JSDL: not clear what the link to CMM is. Andreas volunteers for liaison.
- WGs outside GGF:
 - OASIS WSDM: Ellen
 - DMTF: Ellen, and Fred later.
 - Internet2 diagnostics: decided to postpone for now.
 - TMF (TeleManagement Forum): cover through participation in DMTF.

4 Pick a time and day for teleconferences

- Asked from where people were participating: about 3 in pacific, 1 in mountain, 1 in central, 2 in eastern, 2 in UK, 3 in Japan. Nobody in Central Europe or Israel time zones.
- No good time for all participants (either too late for Japan or for UK).
 - Proposal: alternate times every week. Good consensus on it, so approved.
 - Action item: Fred will contact participants in Japan and UK to fine-tune the teleconference times.
- Asked which day to do teleconferences. Tuesday is fine for everybody.

5 Next teleconference:

- July 22nd, Tuesday, at the following times:
 - 15:00-16:30 US Pacific (GMT - 7)
 - 16:00-17:30 US Mountain (GMT - 6)
 - 17:00-18:30 US Central (GMT - 5)
 - 18:00-19:30 US Eastern (GMT - 4)
 - 22:00-23:30 GMT
 - 23:00-00:30 UK (GMT + 1)
 - 00:00-01:30 Central Europe (GMT + 2)
 - 07:00-08:30 Japan (GMT + 9, following day)
- Agenda and call-in number to be posted later
 - Action item (Ellen): get and post call-in number.
 - Action item (Fred): post call-in number and agenda on the web site.

6 Action items (from above)

- Fred: post David's e-mail of GridForge access permissions. [done]
- Ellen: write the "what is CMM" introduction

- Ellen, David, Fred: discuss the outline of the community practice document and post a strawman outline (which includes for each section a short paragraph with its intention).
- Fred: contact participants in Japan and UK to fine-tune the teleconference times.
- Ellen: get and post call-in number of next teleconference.
- Fred: post call-in number and agenda on the web site.