ERICSSON ⚡

MINUTES

Prepared (Subject resp)		No.			
Francis Bordeleau					
Approved (Document resp)	Checked	Date	Rev	Reference	
		2015-12-09			

For your information
Papyrus IC

Present

Adocus	
Airbus Helicopters	Stephan T
All4Tec	
Atos	
AVL	
CEA	
Conformiq	
Develop Group	
Eclipse Foundation	
EclipseSource	
Ericsson	Francis B, Reibert A
Esterel/Ansys	
FlandersMake	
Fraunhofer	
FZI	
Montages	
OneFact	
Saab	Stefan L, Bengt K
Tieto	
Volvo Cars	
Volvo Trucks	
Zeligsoft	Charles R

MoM Papyrus IC- 2015-12-09

Particulars of the meeting

Time   2015-12-09 at 16:00 – 17:00 CET
Place   Teleconference

Particulars of the next meeting

Time   TBD
Place   Teleconference

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Agenda

1 Main Topics to be discussed

- Update on membership

- Definition of way-of-working for the Steering committee

  o Relationship with the other committees

  o Review of Papyrus Model developed by Gert J

- Review of Polarsys/Papyrus IC financial agreement

- Papyrus IC Logo process

- Papyrus IC official presentation

- Review of main planning tasks (until the end of January)

  o Papyrus IC budget for 2016

  o Papyrus IC overall goals and priorities for 2016

  o Overall Papyrus IC marketing strategy for 2016

o Papyrus IC "bylaws"

2　　　Approval of MoM from Previous Meeting

- MoM from November 27th: Approved

3　　　Actions from previous meetings

Captured	Action	Responsible	Due	Comment/Status
2015-11-27	Make a Papyrus (potentially also using BPMN) model of the relationship between the different committees and of the overall process (WoW)	Gert J	2015-12-04	**A first (incomplete) version of the model has been done.**
2015-11-27	Definition of the papyrus IC "bylaws"	Francis B	2016-01-31	Francis to discuss with people at the Eclipse Foundation how and where the "bylaws" should be defined. We need to keep it as lightweight as possible. **Not done yet.** Ralph M was on vacations for the last couple of weeks. He will be back next week.
2015-11-27	Papyrus IC overall goals and priorities for 2016 -- target is to get approved by end of 2015		2015-12-31	**Most companies have already sent their 2016 goals and priorities.**
2015-11-27	Stefan T to make a first pass at collecting the goals and priorities of the Papyrus IC members based on the slides presented at the Papyrus IC meeting in Kista on November 9th	Stefan T	2015-12-04	**Done.**
2015-11-27	Francis to uploaded the slides presented at the Kista meeting on the Google drive	Francis B	2015-11-30	**Done**

4　　　Overall Papyrus IC Update

- Status from Saab

  o Still waiting for the formal signature of the LOI – as been approved

  o Stefan L, Bengt K, and Gert J will collectively cover the Papyrus IC activities

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5   Definition of way-of-working

- Review of Papyrus model developed by Gert J

  - o In the very short term, comments on the model should be provided based on the PowerPoint and sent to Gert

  - o How fast can we have the model on version control in a Polarsys repo

    - ▪ Bengt to ask Gert so that he put it in place with Gaël

    - ▪ Charles to work with Gert on the model

  - o Then, we should break up the model into sub-models to allow each committee to enter their information

- Meetings/teleconferences in general should be limited to one hour

- Quarterly Steering Committee meeting – Should be part of Papyrus IC bylaws

  - o Note: we also need to define the "bylaws" to include the annual planning (definition/approval) process

  - o Pre-scheduled meetings for the whole year, prior to the beginning of each year

  - o Meeting agenda

- Approval of member contributions

  - o First meeting to be scheduled in January?

  - o 2 meetings per year during which each member presents

    - ▪ Contributions done during the previous 6 months

    - ▪ Planned contributions for the next 6 months

    - ▪ Both need to be quantified

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6 Review of budget agreement with Polarsys

- Budget agreement was presented by Francis B.

7 Papyrus IC Presentation

- We didn't have the time to review the presentation.

- Francis to upload the presentation on the Google Drive and send an email to the mailing to ask people to review and comment.

8 Definition of main tasks until the end of January

- Papyrus IC budget for 2016

- Papyrus IC overall goals and priorities for 2016 -- target is to get it approved before the end of 2015

    o Stefan T to make a first pass at collecting the goals and priorities of the Papyrus IC members based on the slides presented at the Papyrus IC meeting in Kista on November 9th – Francis to uploaded the slides presented at the Kista meeting on the Google drive

    o A second person will need to volunteer to work with Stefan

- Overall Papyrus IC marketing strategy for 2016

    o Which conferences should we plan to attend?

- Definition of the Papyrus IC "bylaws", which includes

    o Overall governance

    o Meeting schedule

    o Definition of framework and process that will be used for the definition/approval of the annual plan

    o Process for member contribution approval

    o Process and rules for resolution approval (in general)

    o Etc

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9   Decisions

- None

10   Action Points

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2015-12-09	Talk to Gaël B to put the Papyrus IC model under version control in a Polarsys repo	Gert J?	2015-12-	Bengt K to talk to Gert about this.
2015-12-09	Evolve the Papyrus model to capture the elements of the different committees and of the overall process (WoW)	Gert J, Charles R	2015-12-	
2015-12-09	Definition of the papyrus IC "bylaws"	Francis B	2016-01-31	Francis to talk with Ralph Mueller
2015-12-09	Papyrus IC overall goals and priorities for 2016 -- target is to get approved by end of 2015	Stefan T, Sebastien G, Francis B	2015-12-31	Francis to work with Stefan T on the Steering Committee goals and priorities, and with Sebastien G on the Product Management goals and priorities
2015-12-09	Francis B to post the Papyrus IC presentation on the Google Drive and send an email to people to provide feedback	Francis B	2015-12-09	**Done**
2015-12-09			2015-12-	