

Prepared (Subject resp) Francis Bordeleau		No.		
Approved (Document resp)	Checked	Date 2015-11-27	Rev	Reference

For your information
Papyrus IC

Present

Adocus
Airbus Helicopters Stephan T
All4Tec
Atos
AVL
CEA Francois T X
Conformiq
Develop Group
Eclipse Foundation Maximilian K X
EclipseSource
Ericsson Francis B, Reibert A
Esterel/Ansys
FlandersMake Johan VN X
Fraunhofer
FZI
Montages
OneFact Cort S
Saab Gert J
Tieto
Volvo Cars
Volvo Trucks
Zeligsoft Charles R

MoM Papyrus IC- 2015-11-27

Particulars of the meeting

Time 2015-11-27 at 15:00 – 16:00 CET
Place Teleconference

Particulars of the next meeting

Time TBD
Place Teleconference

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Agenda

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1 Main Topics to be discussed

- Definition of way-of-working for the Steering committee
 - Relationship with the other committees
- Review of budget agreement with Polarsys
- Membership
 - Invitation of Guest members
 - Invitation of research/academia organizations
- Definition of main tasks until the end of January
 - Papyrus IC budget for 2016
 - Papyrus IC overall goals and priorities for 2016
 - Overall Papyrus IC marketing strategy for 2016

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- Definition of the Papyrus IC bylaws
 - In particular, approval process for annual plan
- Distribution of responsibilities

2 Approval of MoM from Previous Meeting

- None

3 Actions from previous meetings

Captured	Action	Responsible	Due	Comment/Status
2015-11-25				

4 Overall Project Update

Nothing to report for this first Product Management committee meeting

5 Product Management Committee – Role and Responsibilities

- The consortium is led by a steering committee that is composed of representatives of the different membership classes as defined in Table 1.
- Composition
 - Chairman: elected representative from the User Lead member companies
 - Participants: As defined in Papyrus IC Charter
- Responsibilities
 - Define the overall strategic directions of the consortium
 - Define and manage consortium budget

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- Define and maintain technical/product scope, roadmap and development priorities
- Approve **technical** contributions of the consortium members
 - We could add “planned and delivered contributions”

6 Definition of way-of-working

- Meetings/teleconferences in general should be limited to one hour
- Quarterly Steering Committee meeting – Should be part of Papyrus IC bylaws
 - Note: we also need to define the “bylaws” to include the annual planning (definition/approval) process
 - Pre-scheduled meetings for the whole year, prior to the beginning of each year
 - Meeting agenda
 - Overall update from Steering Committee Chair
 - Main achievements (from both the Papyrus IC and its members) during the last quarter
 - Report on main activities done during the last quarter regarding the main consortium areas: product/technical roadmap, marketing, membership, community development, etc
 - Report on how we are tracking against annual objectives
 - Main issues and challenges
 - Financial report – Chair of the Steering Committee
 - Reports for the different committees – Chair of each committee)
 - Plan for next quarter
- Approval of member contributions
 - 2 meetings per year during which each member presents

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- Contributions done during the previous 6 months
- Planned contributions for the next 6 months
- Both need to be quantified
- Relationship between the different committees
 - Relationship with Product Management Committee
 - Relationship with Architecture Committee
 - Relationship with Research/Academia Committee
 - Note: We should use Papyrus (potentially also using BPMN) for modeling the overall process and relationship between the different committees – Gert J
- Meeting Schedule
 - Meeting schedule in the long-term
- Voting and approval process

7 **Review of budget agreement with Polarsys**

- Postponed to next Consortium IC meeting (next Wednesday). Need to get the Polarsys budget file from Gaël

8 **Membership**

- Invitation of Guest members
 - We should be as open as possible to welcome inputs from the broad community
 - Need to emphasize the responsibility of both the guess member and of the host
 - We should start getting more proactive on this aspect in January after the different committees have been properly established
- Invitation of research/academia organizations
 - This is a really important aspect

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- But in order to do it properly, we need to organize the other aspects of the consortium before starting to put a focus on it

9 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
 - 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 upload the slides presented at the Kista meeting on the Google drive
 - A second person will need to volunteer to work with Stefan
- Overall Papyrus IC marketing strategy for 2016
- Definition of the Papyrus IC “bylaws”, which includes
 - Overall governance
 - Meeting schedule
 - Definition of framework and process that will be used for the definition/approval of the annual plan
 - Process for member contribution approval
 - Process and rules for resolution approval (in general)
 - Etc

10 Distribution of responsibilities

- None

11 Decisions

- None

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12 Action Points

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	
2015-11-27	Definition of the papyrus IC "bylaws"	Francis B	2015-12-04	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
2015-11-27	Papyrus IC overall goals and priorities for 2016 -- target is to get approved by end of 2015		2015-12-31	
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 9 th	Stefan T	2015-12-04	
2015-11-27	Francis to uploaded the slides presented at the Kista meeting on the Google drive	Francis B	2015-11-30	Done
2015-11-27			2015-12	