

## Minutes of 1<sup>st</sup> openPASS Steering Committee Meeting

August 10, 2016, 2 pm – 6:30 pm CET - BMW AG, Dostlerstr, München

Attendees: Timo Vogt, Lei Wang (both BMW), Fred Fox (via webcon, BMW North America), Gaël Blondelle (via webcon), Ralph Müller (Eclipse), Alexander Prah, Christian Birle (both ITK Engineering AG), Jason Gainey (via webcon, Volkswagen Group of America) – guest: Michael Duering, Volkswagen AG

Minutes: Jan Dobberstein

### 1 Working Group Governance

As a starting comment, Ralph summarized the steps that need to be carried out when having a first working group SC meeting. Each member organization named a voting person for openPASS: Lei Wang (BMW), Jan Dobberstein (DAIMLER), Jason Gainey (VW GoA), Alexander Prah (ITK). If one voting member is not available, the member needs to inform the group about his replacement, all potential replacements should be included in the SC mailing list. The voting procedure was agreed to be open.

For the role of the speaker, the SC members agree that a rotating system seems suitable for the purpose of the WG (harmonized and independent platform). Jan Dobberstein was the only candidate for the speaker role and elected unanimously for one year, i.e. for the founding phase.

The WG charter (currently marked as draft) passed the review phase and can be published after the meeting.

The other “Power and Duties of SC” listed in the Charter were reviewed: the SC needs to define a strategy in one sentence based on “Goals and Vision”. Ralph highlighted the need to plan marketing activities, such as presentations at conferences and to set up an informative, static website (see agenda point 2).

Fred Fox left the meeting after this agenda point.

### 2 Administration

In addition to the “information website”, a public openPASS wiki page (similar to the openMDM wiki) and a private wiki will be set up on <https://wiki.eclipse.org> by Eclipse. They can be used with the same credentials. The private wiki will be used to share draft documents before publishing them on the public wiki website.

Eclipse will set up the domain "openpass.org" as a TOPAL instance. Ralph suggested developing a logo on the crowd sourcing platform 99design.de, all members agreed to this proposal. Eclipse will initiate the design process and invoice one driver member.

### 3 Communication (15:30-16:00)

The SC discussed how to maintain the mailing lists. Ralph will update the openpass-sc mailing list with the current members and will do it again, if new recipients need to be added. The openpass-sc list will be used for all mails within the Working Group. But for meetings, individual recipients need to be added. The public openpass-wg list is open for everyone – once someone registers he can send a message to the list, every reply should go to the whole list as well. Jan offered to answer mails to the public list, but if he as the speaker does not reply due to whatever reasons, everyone else from the SC can reply, too.

Jan will answer the first official mailing list contacts. Regarding new contacts/requests, Jan will draft a standard text to quickly reply to new mails the mailing list. On the long run, there can be FAQs added to the wiki.

Lei Wang offered to draft an openPASS presentation based on the paper presented at ATZ conference 2016 in Frankfurt: what is openPASS, objectives, how to join. This will be put on the public wiki, too.

### 4 Roadmap:

Ralph informed the SC members how the interaction between the Eclipse project `sim@openPASS` and Eclipse and between Eclipse project and WG committees should proceed. Eclipse will conduct a “creation review” (IP review, provenance, header) once the code is available as initial commit and uploaded to the Eclipse Git repositories. As soon as all initial code is online and further enhanced or amended within the Eclipse repositories, this review is no longer necessary, because all changes and commits can be tracked.

The group discussed the current contents and the overall structure of the platform. The group developed an approach for defining and planning the specific development process. This approach identifies components and tasks, assigns them in logical order (for openPASS: first core, later modules) to e. g. 6 weeks milestones and plans for tests and test tools at these milestones as well. The process definition and the required components are provided by the WG committees, while the actual planning is proposed by the Eclipse project leader. At each milestone, the code of the components will be uploaded to the WG-private release branch, so it can be both tested by the WG Committees and reviewed by Eclipse.

The group agreed to continue the discussion in a follow up meeting which will be the first Architecture Committee meeting to set up this process.

Next meeting will be a webcon after the first Architecture Committee meeting (date tbd).