Acumos AI Project Technical Steering Committee (TSC)

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- TSC Meeting Info

TSC Meeting Info

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Acumos AI Project Technical Charter

Code of Conduct

Per Section 4.b of the Acumos AI Technical Charter, the TSC may adopt a code of conduct (“CoC”) for the Project. Contributors to the Project will comply with the CoC or, in the event that a Project-specific CoC has not been approved, the LF Projects Code of Conduct listed at https://lfprojects.org/policies/.

TSC Voting Members

<table>
<thead>
<tr>
<th>Name</th>
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*TSC Chair, Effective April 8, 2019 for 1 year term.

**Quorum: 50% or more of total TSC voting members unless excluded due to attendance.

***Per July 7, 2018 TSC meeting, the following attendance policy was approved: Any TSC member that misses three (3) consecutive meetings will be automatically suspended from TSC membership for purposes of voting and quorum until having attended two meetings consecutively. For avoidance of doubt, the suspended TSC member will be eligible to vote and will be counted for quorum purposes at the second consecutive meeting. A TSC member may designate a named alternate to attend on his or her behalf via email to the TSC mailing list.

TSC Subcommittees

See Architecture Committee, Community Committee, and Security Committee.

TSC Meeting Info

Technical Steering Committee meetings are open to the public and held on Mondays at 7 AM Pacific Time. World Time Zone Map
The TSC meeting agenda is published prior to the meeting. If you have a topic that you’d like to discuss, please email your requested agenda item to acumosai-tsc@lists.deeplearningfoundation.org to be added to an upcoming meeting.

Zoom Info:
- Join from PC, Mac, Linux, iOS or Android: https://zoom.us/j/5141606025
- Or Telephone: Dial(for higher quality, dial a number based on your current location):
  - 877 369 0926 (Toll Free) or 855 880 1246 (Toll Free)
  - Meeting ID: 514-160-6025
  - International numbers available: https://zoom.us/u/acyy3hyfQi

Note: Due to the large size of the group, all participants will be muted upon entry. *6 to mute/unmute your phone.

Effective 4/29/19: TSC meeting management is fully community-owned. TSC will need to designate a community member (rotating basis) to be a TSC Meeting Coordinator to manage the following activities in partnership with the TSC Chair. Training session recording for meeting coordinators is available here.

- Calendar
  - TSC Meeting Coordinator will be added by LF PM as moderator (in addition to the TSC Chair), details in Community Meetings & Calendar page
- Agenda
  - TSC Meeting Coordinator will build the agenda in partnership with TSC Chair and post to the wiki, details in TSC Meeting Info page
- Zoom
  - TSC Meeting Coordinator will be added by LF PM as a meeting host (in addition to the TSC Chair), details in Community Meetings & Calendar page
  - TSC Meeting Coordinator will Start/End Zoom meeting along with Record the meeting and post to wiki, details in Community Meetings & Calendar page
- Minutes
  - TSC Meeting Coordinator will take high level minutes use the existing template and process, details in TSC Meeting Info page
- LF Questions
  - TSC Meeting Coordinator to email LF PM for follow up questions/support as needed

Minutes for each meeting are owned by the TSC Meeting Coordinator, with Community input welcome. The process is as follows:

- At the start of each meeting the TSC Meeting Coordinator will confirm the owner for the current and following week's meeting management.
- The TSC Meeting Coordinator will:
  - During the meeting:
    - Post minutes directly to TSC Wiki (with minutes to include attendance / quorum information (50%), top level actions / decisions (including voting), and links to any relevant content)
    - Once the TSC has voted to approve the prior week’s minutes, move those to the ‘archive’ (see below) portion of the TSC Wiki
  - Immediately after the meeting:
    - Upload the Zoom recording to the wiki
    - Send minutes (copy/paste) to acumosai-tsc@lists.deeplearningfoundation.org
      - Sample email available here
    - Add the agenda and minutes template for the following week
  - Copy and paste the current week’s, and adjust the date, and any other relevant info
  - In between meetings:
    - Update the agenda for the following week as requests come in via acumosai-tsc@lists.deeplearningfoundation.org

TSC Meeting Coordinator Rotating Schedule (TSC Voting Members to Coordinate Participation):

Note: If there is a change in the Meeting Coordinator please let the LF team know via email at acumosai-meetingrequests@lists.deeplearningfoundation.org to ensure the appropriate access updates can be completed.

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<tr>
<th>TSC Voting Member Company Assignment for Meeting Coordinator</th>
<th>Q1 - 2019 (Jan-March)</th>
<th>Q2 - 2019 (Apr-Jun)</th>
<th>Q3 - 2019 (July-Sept)</th>
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*Excluded from meetings due to participation.
Note: 2019 Observed U.S. Holiday TSC meetings canceled: MLK Day (Jan 21), President's Day (Feb 18), Memorial Day (May 27), Labor Day (Sept 2), and Veteran's Day (Nov 11).

2020 03 16

Zoom meeting:

Agenda:

1. Call for Scribe (minutes owner) : Liya Yuan
2. Roll Call & Quorum Check

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*Excluded from roll call and quorum due to missing more than 3 consecutive meetings.

3. Review and Agree to Minutes of the Previous Meeting.
4. Review of Today's Agenda
5. Status of Open Action Items (Old Business )
   a. **Action**: Manoop Talasila Get SOAJS folks to join weekly Acumos call so that they can be integrated into current and next sprint work.
   b. **Action**: Liya Yuan Send Wenting and Sayee an email so she can provide an update via email.
6. Standing Agenda Items (Brief Status of Ongoing Activities)
   b. Report Out of Sub-Committees :
      i. Community (Product) Committee - Reuben
      ii. Architecture Committee - Manoop
      iii. Security Committee - TBD
      iv. Report out from PTL: Stand-Up & Report Out on Blockers
         1. Security Verification and Deployment
         2. Training - Wenting
         3. Design Studio/ML Workbench - Sayee
         4. License Management - Michelle
         5. Portal Marketplace - Rajesh P.
         6. OA&M - Vineet
         7. On-boarding - Philippe
         8. Common Services - Guy
         9. Federation/Common Data Services - Chris
        10. Documentation - Akash
    v. Test & Integration Planning - Ken
7. New Agenda Items (New Business): New Items Submitted (+speaker) & Open Call to TSC For Additional Items.
8. Open Discussion
9. Any Other Business (AOB)
10. Meeting Summary (resolutions, new action items, etc)

2020 03 09

Zoom meeting: TSC-20200309.mp4

Agenda:

1. Call for Scribe (minutes owner) : Liya Yuan
2. Roll Call & Quorum Check
Review and Agree to Minutes of the Previous Meeting,

3. The minutes of the prior meetings indicated above were reviewed, and there were no comments, questions or corrections. On motion made by Murali Vuppari and seconded by Liya Yuan, minutes were approved by the TSC members.

**VOTE:** Vote taken, item passed.

4. Review of Today's Agenda

5. Status of Open Action Items (Old Business)

6. Standing Agenda Items (Brief Status of Ongoing Activities)


      i. Clio point release: one issue from licensing, waiting for confirmation on release version.

      ii. Demeter dev sprint 2 build: got confirmation from testing team to help complete the test.

      iii. sprint 3 issues - 82 in total, 27 open, 29 in progress; defects - 3 critical, 7 high; updated sprint 3 deliverables on status page; M3 checklist - all updated; Documentation - sprint 2 completed, except for restricted catalog; sprint 2 demos - completed.

      iv. Training & deployment related epics deferred to next release. Manoop - Model deployment epic can be assigned to Manoop/Guy.

   b. Report Out of Sub-Committees:

      i. Community (Product) Committee - Reuben

         1. Gone through one of the use cases, will try to validate the value of these use cases.

      ii. Architecture Committee - Manoop

         1. Discussed PoC of ML model deployment to k8s using SOAJS; Python packaging best practices; licensing management patch on Clio release.

         2. Martin - Want to connect external identity server with Acumos, need to discuss on Architecture call.

      iii. Security Committee - TBD

         1. Security Verification and Deployment

            a. Training - Wenting

               a. **Action:** Liya Yuan

                  Send Wenting an email so she can provide an update via email.

            b. No blockers for now. Will update Jira as the development progresses as planned.

   c. Design Studio/ML Workbench - Sayee

      a. **Action:** Liya Yuan

      b. Working on stories as planned. Dependency is deployment of model as that is still not working through Jenkin scripts.

   d. License Management - Michelle

      a. Trying to get some logging requirements, get portal resource for 1 or 2 user stories, still have some user stories deferred to following release.

   e. Portal Marketplace - Rajesh P.

      a. Sarode - 6 defects.

   f. OA&M - Vineet

      a. Working on sprint 2 deliverables; helm chart.

   g. On-boarding - Philippe

      a. Developing a new version of Acumos client.

      b. This change https://gerrit.acumos.org/r/c/acumos-python-client/+/66516 must be merged quickly, it is link to the python defect related to the unstructured type issue. We are waiting feedback from the reviewers from more than 2 weeks, 6 days ago I requested a +2 but nothing happens the change is still in “active” state. It should have been merged 2 weeks ago.

   h. Common Services - Guy

      a. Working on issues with microservice generation; have bugs in onboarding microservice generation; Gerrit doesn't have native support for R, gonna get that to work.

   i. Federation/Common Data Services - Chris

      a. No blockers.

   j. Documentation - Akash

      a. Sprint 2 completed, sprint 3 in progress.

   k. Test & Integration Planning - Ken

      1. Testing blocked by 5 items.

7. New Agenda Items (New Business): New Items Submitted (+speaker) & Open Call to TSC For Additional Items.

8. Open Discussion

9. Any Other Business (AOB)

10. Meeting Summary (resolutions, new action items, etc)

   a. **Action:** Manoop Talasila

      Get SOAJS folks to join weekly Acumos call so that they can be integrated into current and next sprint work.

      **Action:** Liya Yuan

      Send Wenting and Sayee an email so she can provide an update via email.
### Agenda:

1. Call for Scribe (minutes owner) : Liya Yuan
2. Roll Call & Quorum Check

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3. Review and Agree to Minutes of the Previous Meeting.
   a. The minutes of the prior meetings indicated above were reviewed, and there were no comments, questions or corrections. On motion made by Natarajan Subramanian and seconded by Jessica Kim, minutes were approved by the TSC members.
   
   VOTE: Vote taken, item passed.

4. Review of Today’s Agenda

5. Status of Open Action Items (Old Business)
   a. **Action**: Murali Vuppari - Make sure current assignments and deliverables to PTLs are in alignment with the demo top ten priorities.

6. Standing Agenda Items (Brief Status of Ongoing Activities)
      i. Sprint 3: issues-38 open, 33 in progress, 2 delivered, 4 submitted; defects-3 critical, 7 high.
      ii. Portal team is going to work on licensing related user stories.
      iii. Waiting for update from Wenting about model deployment related epics.
      v. Documentation: Sprint 1 completed, sprint 2 in progress.
      vi. Sprint 2 demos: Platform deployment, ML workbench and Portal demos during PTL call.
      vii. Ken - Testing blockers: Need to go through documentation to setup Jenkins for microservice generation; licensing problem in publishing models; security verification and deploy to k8s.

   b. Report Out of Sub-Committees:
      i. Community (Product) Committee - Reuben
         1. Work on use case templates; discussed marketplace monetization use case; will further discuss the template with PTLs so that other use cases can follow the same template.
      ii. Architecture Committee - Manoop
         1. Discussed on License Mgmt LMCL Patch Issue and model deployment related epics.
         2. Nat - Suggested not to apply License Mgmt LMCL Patch to Clio 3.0.28 if it takes too much effort.
      iii. Security Committee - TBD
         1. Report out from PTL: Stand-Up & Report Out on Blockers
         1. Security Verification and Deployment
         2. Design Studio/ML Workbench - Sayee
            a. deployment issue.
            b. Thinking there is an orchestration layer for data.
            c. One change with respect to licensing for chaining the models.
            d. Working on helm chart of ML workbench.
      3. License Management - Michelle
         a. Having trouble getting LMCL connected to the LUM.
      4. Portal Marketplace - Rajesh P
      5. OA&M - Vineet
         a. Working with Ken for helm chart, will give a demo once approved.
      6. On-boarding - Philippe
         a. Issue with Acumos R client: LF AI currently doesn't support R as a language; need committer rights for developers.
         b. Manoop - Check with previous committers to help us to get the access; will initiate to get help from LF AI; will further discuss whether to just keep active members as committers.
      7. Common Services - Guy
         a. Working on Jenkins based microservice generation.
      8. Federation/Common Data Services - Chris
         a. No blockers.
      9. Documentation - Akash
         a. Sprint 2 documentation in progress.
      10. Training - Wenting
         a. No blockers.
7. New Agenda Items (New Business): New Items Submitted (+speaker) & Open Call to TSC For Additional Items.

8. Open Discussion
   a. Manoop - Will start the follow up on PTLs for ETA of Sprint3 to be delivered to get planned for testing team.
   b. Any Other Business (AOB)

Meeting Summary (resolutions, new action items, etc)

**2020 02 24**

Zoom meeting: 20200225.mp4

**Agenda:**

1. Call for Scribe (minutes owner) : Liya Yuan
2. Roll Call & Quorum Check

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3. Review and Agree to Minutes of the Previous Meeting.
   a. The minutes of the prior meetings indicated above were reviewed, and there were no comments, questions or corrections. On motion made by Natarajan Subramanian and seconded by Liya Yuan, minutes were approved by the TSC members.

4. Review of Today’s Agenda

5. Status of Open Action Items (Old Business )
   a. Action: Guy Jacobson, Ken Kristiansen, Philippe Dooze
      Review action item about closing the issue of merging python model on boarding in Clio point release.
      i. Will follow up on PTL call.

   b. Action: Natarajan Subramanian
      Sort out the open issue for python onboarding, announce availability of the point release on wiki page, make sure that everything is in release repo.

   c. Action: Murali Vuppari
      Add Ken's name in 3792, 3809.

   d. Action: Sayee G and Vineet Tripathi
      To provide an weekly update offline.

   e. Action: Murali Vuppari
      Make sure current assignments and deliverables to PTLs are in alignment with the demeter top ten priorities.
      i. Working on it.

6. Standing Agenda Items (Brief Status of Ongoing Activities)
      i. Waiting on Onboarding build by EOD today.
      ii. Issues: 4 open, 8 in progress
      iii. issues related to Jenkins jobs - any help from community is appreciated
      iv. Sprint 2 demos: Platform deployment and ML Workbench at next PTL call.
      v. Checklist: Still waiting for some teams to update M3 checklist.
      vi. Documentation: sprint 1 completed, spring 2 in progress

   b. Report Out of Sub-Committees:
      i. Community (Product) Committee - Reuben
         1. Nat - Discussed about use cases, create a template and update on the community page.
      ii. Architecture Committee - Manoop
         1. Enable bidirectional communication between two instances, Restricted catalogs APIs, Onboarding Notification flow are presented, recordings in MoM of Architecture meeting.
         2. 3801 - Rajesh – have open questions to follow-up.
      iii. Security Committee - TBD
         iv. Report out from PTL: Stand-Up & Report Out on Blockers
            1. Security Verification and Deployment
               a. Ken - Helm charts on core components(Portal, Onboarding, Federation) are created, checked into gerrit - sysintegration - also created dependencies helms for kong, mariadb, nexus, docker. In the process of internal use.
               2. Design Studio/ML Workbench - Sayee
               3. License Management - Michelle
                  a. Working with portal team to review the user story, need to finalize the list.
            4. Portal Marketplace - Rajesh P.
               a. Discussed licensing work, will work with Murali to keep the priority list.
            5. O&M - Vineet
            6. On-boarding - Philippe
a. No plan for Sprint 2 demo.
7. Common Services - Guy
   a. Microservice generation via jenkins will be ready soon.
8. Federation/Common Data Services - Chris
   a. No blockers, proceeding fine.
9. Documentation - Akash
   a. Working on sprint 2 documentation.
10. Training - Wenting
   v. Test & Integration Planning - Ken
       1. Clio: Working on test of secure verification and deployment to Kubernetes, waiting on sprint 2 code drop. Murali Vuppari to follow up Sprint 2 code drop.
7. New Agenda Items (New Business): New Items Submitted (+speaker) & Open Call to TSC For Additional Items.
8. Open Discussion
9. Any Other Business (AOB)
10. Meeting Summary (resolutions, new action items, etc)
   a. Action/Murali Vuppari  -Make sure current assignments and deliverables to PTLs are in alignment with the demeter top ten priorities.

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2020 02 17

Zoom meeting:  TSC-20200217.mp4

Agenda:

1. Call for Scribe (minutes owner) : Liya Yuan
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*Excluded from roll call and quorum due to missing more than 3 consecutive meetings.

3. Review and Agree to Minutes of the Previous Meeting.
   a. The minutes of the prior meetings indicated above were reviewed, and there were no comments, questions or corrections. On motion
      made by Jessica Kim and seconded by Natarajan Subramanian minutes were approved by the TSC members.
      VOTE: Vote taken, item passed.

4. Review of Today's Agenda

5. Status of Open Action Items (Old Business)
   a. Action/ Guy Jacobson , Ken Kristiansen , Philippe Dooze  to close the issue of merging python model on boarding in Clio point release.
      i. Ken - So far not able to reproduce it, Phillippe's team may have used an old version of onboarding.,
      ii. Action/ Review next week.

6. Standing Agenda Items (Brief Status of Ongoing Activities)
      i. Clio: The issue was the All-In-One and once confirmed we should be able to publish it.
      ii. Demeter: Last week in Sprint 2, 32 open, 30 in progress, 10 closed/delivered, 12 submitted. 41 defects in total, 2 critical ones.
      iii. Had some additional demo from ML workbench, portal, on-boarding, licensing except 3 in training and platform deployement, will continue and follow up on PTL call tomorrow.
      iv. Teams are updating M3 checklist.
      v. About epic progress, only gap is model deployment and Guy is evaluating and discussing with team. Other ones are basically assigned and they started working on.
      vi. Licensing - Still discussing with portal to determine the priority.
      vii. Need to discuss Acumos-3797 on Architecture call.
      viii. Action/ Natarajan Subramanian Sort out the open issue for python onboarding, announce availability of the point release on wiki page, make sure that everything is in release repo.
      ix. Action/ Murali Vuppari  Add Ken's name in 3792, 3809.
   b. Report Out of Sub-Committees:
      i. Community (Product) Committee - Reuben
         1. Nat - Feedback from Jessica, federated training use case needs to be checked.
      ii. Architecture Committee - Manoop
         1. Discussed SOA JS and super Admin feature.
         2. It needs to be discussed on architecture call about overlap with other open source tools and how to align them with Acumos capabilities.
      iii. Security Committee - TBD
iv. Report out from PTL - Stand-Up & Report Out on Blockers
1. Security Verification and Deployment
   a. Action/ Sayee G Sayee to provide an update offline.
2. Design Studio/ML Workbench - Sayee
   a. License Management - Michelle
      a. Got some portal resources and will review all the UI related requirements to move forward with license profile and RTU enhancements; Ericsson team will help with the bugs; working with TechM resource for license backend.
3. Portal Marketplace - Rajesh P.
   a. working on some sprint 2 features related to search of catalog and artifacts downloading.
   b. Anwar - Manoop Talasila to review offline to map the capabilities to top 10 priorities, make sure portal team is involved in one of the top 10 demeter priorities and focus on them.
4. OA&M - Vineet
   a. we have pushed the build for sprint 2 and we are working on sprint 3 deliverables. No blockers as such.
5. On-boarding - Philippe
   a. Made progress in R client; working on python client defect; waiting for feedback of wireframes.
   b. Philippe and Guy proposed to move R client source code to gerrit repo. Anwar - Plan for the move.
6. Common Services - Guy
   a. Working on Jenkins based microservice generation and testing, onboarding for python.
7. Federation/Common Data Services - Chris
   a. No blockers
8. Documentation - Akash
   a. Murali - Sprint 1 documentation in progress, Akash is following up with the PTLs
   b. Action/Murali Vuppari - Make sure current assignments anddeliverables to PTLs are in alignment with the demeter top ten priorities.
9. Training - Wenting
   a. Pending the sprint 1 demo this week; still working on bi-directional communication; working on version control.
10. Test & Integration Planning - Ken
    1. Focusing more on demeter test.
    2. Automated test: 64 passed and 25 failed due to security verification and K8S deployment.
    3. Since some people listed as committers are no longer here, Anwar will ask PTLs to clean up committer and contributor list.

New Agenda Items (New Business): New Items Submitted (+speaker) & Open Call to TSC For Additional Items.
Open Discussion
Any Other Business (AOB)
Meeting Summary (resolutions, new action items, etc)
   a. Action/ Guy Jacobson , Ken Kristiansen , Philippe Dooze - Review next week about closing the issue of merging python model on boarding in Clio point release.
   b. Action/Natarajan Subramanian - Sort out the open issue for python onboarding, announce availability of the point release on wiki page, make sure that everything is in release repo.
   c. Action/ Murali Vuppari - Add Ken's name in 3792, 3809.
   d. Action/ Sayee G Sayee to provide an update offline.
   e. Anwar - Manoop Talasila to review offline to map the capabilities to top 10 priorities, make sure portal team is involved in one of the top 10 demeter priorities and focus on them.
   f. Action/Murali Vuppari - Make sure current assignments and deliverables to PTLs are in alignment with the demeter top ten priorities.
   g. Since some people listed as committers are no longer here, Anwar will ask PTLs to clean up committer and contributor list.

2020 02 10
Zoom meeting: TSC-20200210.mp4
Agenda:
1. Call for Scribe (minutes owner) : Liya Yuan
2. Roll Call & Quorum Check

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*Excluded from roll call and quorum due to missing more than 3 consecutive meetings.
3. Review and Agree to Minutes of the Previous Meeting.
   a. The minutes of the prior meetings indicated above were reviewed, and there were no comments, questions or corrections. On motion made by Jessica Kim and seconded by Liya Yuan minutes were approved by the TSC members.
   
   **VOTE:** Vote taken, item passed.

4. Review of Today's Agenda
   a. The minutes of the prior meetings indicated above were reviewed, and there were no comments, questions or corrections. On motion made by Jessica Kim and seconded by Liya Yuan minutes were approved by the TSC members.

   **VOTE:** Vote taken, item passed.

5. Status of Open Action Items (Old Business)
   a. **Action:** Murali Vuppuri, Wenting Sun, Natarajan Subramanian and seconded by Guy Jacobson remove Zeppelin code from repo.
   
   **VOTE:** Vote taken, item passed.

6. Standing Agenda Items (Brief Status of Ongoing Activities)
      i. Nat - Clio release: The final testing and review is done. Demeter sprint 1: Testing and tracking the defects; Demeter sprint 2: Into sprint 2 for 1 week, 38 issues open, 25 in progress, 3 reopened, 2 delivered, 11 submitted, 3 deferred. We'll focus on open issues in the next stages.
      ii. Murali - Demeter project status: Mapped features with priority; Guy - Having trouble with the assignment, not prepared to map them to sprints immediately; Nat - Resource for deployment; will have demeter demos for Portal, licensing, ML workbench, on boarding.
      iii. Anwar - Use case: 12 in total, suggest to align features that have been developed to support those use cases; Murali to send out to the TSC and community list.
   b. Report Out of Sub-Committees:
      i. Community (Product) Committee - Reuben
      ii. Architecture Committee - Manoop
      iii. Security Committee - TBD
      1. Security Verification and Deployment
      2. Design Studio/ML Workbench - Sayee
        a. Sayee - Two features working on: predictor manager (have challenges in model deployment) and datasets that any one can onboard for training.
      3. License Management - Michelle
        a. Short on resources for UI, a learning gap for backend; lum related work not going to be done until sprint 4; Anwar - Rajesh work with Michelle to support some license related items.
      4. Portal Marketplace - Rajesh P.
        a. Working on some sprint 2 use stories related to search and artifacts downloading.
        b. Anwar - PTLs who have UI related items for Rajesh, reach out to him to get arranged in the next 3 sprints
   d. Action/Report Out of PTLs:
      i. Clio: Not able to on board python model with the latest version of python client, need to deploy the patch to fix it. We must put in place some new process to put python client in testing to avoid this. Ken - Python client not a part of Acumos, need further discussion in PTL call.
      ii. Action/Guy Jacobson, Ken Kristiansen, Philippe Dooze to close the issue of merging python model on boarding in Clio point release.
   e. Action:
      i. Common Services - Guy
         a. Working on Jenkins microservice generation; will give an on-boarding demo; downloading of the artifacts is moved to sprint 3, but need to make sure to do the wireframe.
      ii. Federaion/Combined Services - Chris
         a. No blockers.
      iii. Documentation - Akash
         a. Waiting for the update for the release.
   f. Action:
      i. Test & Integration Planning - Ken
         a. Some blockers for demo, but seems ok.
      ii. Open Discussion
         a. Ken - How to know the committers of different projects since they are not up-to-date. Nat - Sent by Murali.
   g. Any Other Business (AOB)
      a. Action/Guy Jacobson, Ken Kristiansen, Philippe Dooze to close the issue of merging python model on boarding in Clio point release.

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2020 02 03

**Zoom meeting:** TSC-20200203.mp4

**Agenda:**

1. Call for Scribe (minutes owner): Liya Yuan
2. Roll Call & Quorum Check

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The minutes of the prior meetings indicated above were reviewed, and there were no comments, questions or corrections. On motion made by Michael Rooke and seconded by Liya Yuan minutes were approved by the TSC members.

**VOTE:** Vote taken, item passed.

### Review of Today's Agenda

#### Status of Open Action Items (Old Business)

- **Release Manager/Release Planning:**
  - Weekly TSC Scheduling - Murali
  - Sprint 1: 31 issues are open or in progress, several demos will be given on PTL’s call.
  - Cloud integration: Need deployment PTL and resource.
  1. **Action:** Murali Vuppari, Wenting Sun, Natarajan Subramaniam review feature 'model training and deployment',
  2. Anwar - PTLs please refer to 'Demeter release requirements' lists and make sure to pick from the top-priority items.

- **Report Out of Sub-Committees:**
  1. **Community (Product) Committee -** Reuben
     - Use cases: Got feedback from Orange, will demonstrate the list of use cases on Community page.
  2. **Architecture Committee -** Murali Vuppari
     - Anwar - We should have the work plan out for the following sprints.

- **Security Committee -** TBD

- **Report out from PTL:**
  1. **Design Studio/ML Workbench -** Sayee
     - One is completed, others are in progress.
     - Action: Murali Vuppari and Manoop Talasila make sure to highlight items in progress and finished as yellow and green.

- **License Management -** Michelle
  1. For Sprint 1, portal team have some license management use stories finished and expect demos tomorrow; new resource from TechM are looking at the backend user stories; reached out to the portal team.
  2. Action: Michelle Martens work with Murali Vuppari to update the table and highlight items that are in progress or done.

- **Portal Marketplace -** Rajesh P.
  1. We have a use story that will be worked on in sprint 2 and will continue with that; will take a look at use stories with high priority.

- **O&M -** Vineet
  1. Have delivered for Clio, for this sprint will give a demo tomorrow.

- **On-boarding -** Philippe
  1. Released 4.2.0 for sprint 1, for sprint 2 working on 3 epics. For epic 3770 will give demo on Java client for sprint 1, will work on python and R client for sprint 2.

- **Common Services -** Guy
  1. For ORAN integration we have some user stories in progress and will track more, for ONAP integration we deferred a couple.

- **Federation/Common Data Services -** Chris

- **Documentation -** Akash

- **Training -** Wenting
  1. Working on biodirectional communication, which is a part of requirement to enable 'training and deployment'.

- **Test & Integration Planning -** Ken

### New Agenda Items (New Business)

- **New Items Submitted (+speaker) & Open Call to TSC For Additional Items.

### Planning for Next Meeting

- **Open Discussion**
  1. Jessica - In this year, we really want to demonstrate all the collaboration and interworking, and plan to have opportunity to utilize the Clio release to demonstrate integration with ONAP, if possible, with ORAN. A strong potential to get help from Huawei, hoping to have more joint efforts from others, e.g. China Unicom.

### Meeting Summary (resolutions, new action items, etc.)
2020 01 27

Zoom meeting: TSC-20200129.mp4

Agenda:

1. Call for Scribe (minutes owner) : Liya Yuan
2. Roll Call & Quorum Check

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3. Review and Agree to Minutes of the Previous Meeting.
   a. The minutes of the prior meetings indicated above were reviewed, and there were no comments, questions or corrections. On motion made by Jessica Kim and seconded by @Michael Rooke, minutes were approved by the TSC members. VOTE: Vote taken, item passed.

4. Review of Today's Agenda
5. Status of Open Action Items (Old Business)
   i. **Action**: Farheen - Meet with Kunal Rajan Deshmukh and Liya Yuan
   ii. **Action**: Natarajan Subramanian send three separate emails to the the community with a start and end date to allow people to nominate themselves. Send a follow up email 2 days below.
   iii. **Action**: Reuben Klein Community committee to propose uses cases that can be reviewed by TSC.
   iv. **Action**: Manoop Talasila, Sayee G and portal team to close license issue by Friday.
   1. Manoop - LF AI wants us to create Acumos project on CI badging website.
   2. Update - To Be closed by Next TSC call (Feb 1).
   v. **Action**: Murali Vuppari talk to Krish regarding the the deployment PTL. He will be picking up a lot of deployment activities.
   vi. **Action**: Farheen Cefalu Send the calendar invitation to Nokia ZTE Verizon and look forward for them to join.
   vii. **Action**: Sayee G Close the M2 Checklist and work with Murali to update the Demeter release page.
   viii. **Action**: Sayee G remove Zeppelin code from repo.
      1. Nat - Need a merge access to the repo.
   ix. **Action**: Ken Kristiansen bring slides to next meeting of testing stats.

6. Standing Agenda Items (Brief Status of Ongoing Activities)
      i. Nat - Clio release: Working on summarizing and then sending to the testing team, 2 things pending(OAM logging and model deployment to k8s).
      ii. Nat - Demeter: Into the wrapped up just a second week, will have portal team, licensing, onboarding and common services. However, need to make sure every team move to CDS 3.1.1.
   b. Report Out of Sub-Committees:
      i. Community (Product) Committee - Reuben
         1. Reuben - a)
         2. Action/Reuben Klein Have TSC members for these use cases, review, send out to TSC members to pick an item to lead and work on.
         3. Reuben - Suggest to go to the LFAI TAC to extend Acumos capabilities by interoperability with other LFAI projects, e.
            4. Manoop&Reuben - Use case can be used to extend what Acumos can do.
         5. Murali - Demeter release status: Sprint 1, 21 issues open, 29 issues in progress, 10 stories open(regarding to onboarding, workbench, licensing, etc)
      ii. Architecture Committee - Manoop
      iii. Security Committee - TBD
     iv. Report out from PTL: Stand-Up & Report Out on Blockers
        1. Security Verification and Deployment
        2. Design Studio/ML Workbench - Sayee
3. License Management - Michelle
   a. Michelle - Still need resources, Anwar - Ask TSC member for help.
4. Portal Marketplace - Rajesh P.
5. OA&M - Vineet
6. On-boarding - Philippe
7. Common Services - Guy
8. Federation/Common Data Services - Chris
9. Documentation - Akash
10. Training - Wenting
   v. Test & Integration Planning - Ken
      1. Clio test case sprint status: Waiting for the final one to finish testing.
         a. Auto test: Executed 84, passed 62, failed 22 (Due to security verification not working)
         b. Test case status: 5 failed.
         c. Blocking by security verification, k8s deployment, OA&M, waiting for final assembly with all components in a released status.
7. New Agenda Items (New Business): New Items Submitted (+speaker) & Open Call to TSC For Additional Items.
   a. Murali Vuppari requests TSC approval for below repositories - Request is approved.
      
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<tr>
<th>Repository</th>
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<td>workbench/zeppelin</td>
<td>Sayee Vaibhav Shirsat</td>
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<td>workbench/cmplstudio</td>
<td>Sayee Vaibhav Shirsat</td>
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   b. Jessica - Ask for a face-to-face meet to work closer.
8. Planning for Next Meeting
9. Open Discussion
10. Community Committee Meeting Agenda Review
11. Any Other Business (AOB)
12. Meeting Summary (resolutions, new action items, etc.
   a. Action: Manoop Talasila, Sayee G and portal team to close license issue by 02/01,
   b. Action: Murali Vuppari talk to Krish regarding the deployment PTL. He will be picking up a lot of deployment activities.
   c. Action: Sayee G remove Zeppelin code from repo.
   d. Action: Reuben Klein Have TSC members for these use cases, review, send out to TSC members to pick an item to lead and work on.
   e. Request for TSC approval for below repositories (workbench/zeppelin and workbench/cmplstudio) is approved.

2020 01 20

Zoom meeting: tsc_01202020.mp4

Agenda:

1. Call for Scribe (minutes owner) : Farheen Cefalu
2. Roll Call & Quorum Check

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3. Review and Agree to Minutes of the Previous Meeting.
   a. The minutes of the prior meetings indicated above were reviewed, and there were no comments, questions or corrections. On motion made by Jessica Kim and seconded by Natarajan Subramanian minutes were approved by the TSC members.

   VOTE: Vote taken, item passed.
4. Review of Today’s Agenda
   a. Requirement to do the badging for different types of check lists for LF-AI.
      i. Action: Manoop - Complete and waiting for Eric, Vaibhav, and Sayee to check in on their changes.
      ii. CI badges wiki page requires the crypto details in order to claim it is complete.
      iii. Action/ Manoop submit the CI badging form to Ibrahim today.
      iv. License scan completeness: one finding still pending on code changes. There may be an impact that Vaibhav is investigating. The license related text is pending. Finding 4 is pending because Bryan is was the committer but is no longer available. Action/ Manoop will talk to Sayee and remove it if possible.
      v. Is it possible to submit the license scan to LFAI? Action/ Manoop provide CI badging and license scans.
      vi. Action/ Farheen - Meet with Kunal Rajan Deshmuk and Liya Yuan
5. Status of Open Action Items (Old Business)
   a. **Action**: Manoop Talasila to check with Jacqueline Serafin of LFAI for a call to fill open positions.
      i. Nat - Open request on this PTL call. We need PTLs for TSC Chair, Deployment, Security, and Community Committee, positions.
      ii. **Action**: Natarajan Subramanian send three separate emails to the the community with a start and end date to allow people to nominate themselves. Send a follow up email 2 days below.
   b. **Action**: Reuben Klein Community committee to propose uses cases that can be reviewed by TSC.
   c. **Action**: Jessica Kim to check if Jing can be available for help with common services.
      i. Jessica - There are no resources to allocate until early February time-frame.
   d. **Action**: Kunal Rajan Deshmukh, Farheen Cefalu and Liya Yuan to coordinate handover of TSC meetings.
   e. **Action**: Murali Vuppari to send individual PTLs the questions related to CII badging program so that those questions can be answered in tomorrow’s PTL call.
   f. **Action**: Manoop Talasila, Sayee G, and portal team to close license issue by Friday.
      i. By close of business today Murali and Manoop will send an email to Ibrahim.
      ii. CC Anwar on the email exchange.

6. Standing Agenda Items (Brief Status of Ongoing Activities)
      i. 3 high issue, KB, Deployment, and Logging.
      ii. Testing team has given the OK to move the build to the release repo.
      iii. This is not a critical blocking defect but we would prefer to close it. Based on that we can take a call and recommendation in regards to the point release.
   b. Report Out of Sub-Committees:
      i. Community (Product) Committee - Reuben
      ii. Architecture Committee - Manoop
      iii. Security Committee - TBD
   c. Report out from PTL: Stand-Up & Report Out on Blockers
      1. Security Verification and Deployment
      2. Design Studio/ML Workbench - Sayee
         a. Wednesday architecture meeting discussion.
         b. Certain license management will not show models that can not be chained in the design studio.
         c. Downloading and filtering models licensed models based on their license.
      d. **Action**: Sayee G Close the M2 Checklist and work with Murali to update the Demeter release page.
         i. Zeppelin code is added but not integrated.
         ii. Recommendation remove code without license text.
         iii. Action/ Sayee G remove Zeppelin code from repo.
      e. License Management - Michelle
         a. We are losing a resources for the LUM, RTU. TechM is not a UI resource. We are lacking in resources for those functions. TechM provided but we need a UI front end developer for License manager.
         b. We weren't able to look at start and end dates and composite solutions and training. To restrict or allow those actions.
         c. Call the LUM in run time. deployment or model runner needs to talk to LUM in run time environments.
         d. For logging activities and reporting there is not logging platform being collected. Creating those reports are the challenges we are working through.
         e. For Clio we put base capabilities we will be performing in production environments to test licensing in production as a proof of concept. We are having separate PoC meetings. The details of the PoC will not be discussed in Acumos meetings.
           i. If the code is being contributed to open source we should come up with models to test this flow. We want to have an open source use case. Features and requirements related to PoC is in the open source community for Demeter. Announcement Michelle Martens We are going to have all the user stories and features, however specific models are dependent on NDAs and not open source.
           1. The generic model should be there. If we contribute code and we have internal user cases that are working.
           2. Michelle - we are defining the details of the PoC now. We are using production Clio release so it will be performed in the Acumos LUM. The PoC meetings will determine what can be shared with open source.
           3. Anwar - Let’s have a generic use case associated with the software being developed for open source or else the test team and open source community won’t know what to produce.
      4. Portal Marketplace - Rajesh P.
      5. OA&M - Vineet
         a. We are good to go. Build is ready. There are a few defects being addressed.
      6. On-boarding - Philippe
         a. CLI onboarding for C++ we made good progress as well as CLI message response; targeting sprint 1 for this epic.
      7. Common Services - Guy
         a. Working on user story using jenkins to do MS generation. We overcame a blocker. I still have to do the M2 checklist.
      8. Federation/Common Data Services - Chris
         a. CDS issues with portal and Andrew is working on a few issues no blockers.
      9. Documentation - Akash
         a. Documentation is complete and updated
      10. Training - Wenting
      v. Test & Integration Planning - Ken
         1. Starting the test cases for this sprint.
         2. We have to figure out deploy to k8. That is not working.
3. Review and Agree to Minutes of the Previous Meetings (12/16, 12/23, 12/30, 01/06).
   a. The minutes of the prior meetings indicated above were reviewed, and there were no comments, questions or corrections. On motion made by Nat Subramanian and seconded by Michael Rooke minutes were approved by the TSC members.
   VOTE: Vote taken, item passed.

4. Review of Today's Agenda

5. Status of Open Action Items (Old Business)
   a. Action: Demeter Release > Pending community request for Deployment PTL position - replacement for Bryan is still open. Manoop Talasila will follow-up with Anwar and check what's the action plan for that.
      i. We may have an open call. If someone is interested in these position they may self nominate themselves for the role.
   b. Action: Manoop Talasila to check with Jacqueline Serafin of LFAI for a call to fill open positions.

   Action: Manoop Talasila will follow-up with Anwar and check what's the action plan for that.
   i. Responded on December 10th.
   ii. All questions from IBM are now answered.

   c. Action: Reuben Klein Community committee to propose uses cases that can be reviewed by TSC.
      i. We didn’t had enough quorum in a committee call.
   d. Action: Natarajan Subramanian and Murali Vuppuri to send an email to Anwar an email listing out resource gaps and user stories / Jira items these resources are working on.
      i. One resource has been identified for licensing project and is working with Michelle Martens.
      ii. Other positions needs to be filled with an open call.

   e. Action: Jessica Kim to check if Jing can be available for help with common services.
      i. The request is pending for internal discussion.
      ii. ETA is beginning of the february.

   Action: Manoop Talasila and Natarajan Subramanian to check with portal team to see if they can meet point release target.
      i. The build is now complete and it is now with testing team.
   g. Action: Jessica Kim to provide a resource to scribe TSC meetings for the first quarter of 2020. Kunal Rajan Deshmukh and Farheen Cefalu will reach out to Jessica Kim with information needed.
      i. Action: Kunal Rajan Deshmukh , Farheen Cefalu and Liya Yuan to coordinate handover of TSC meetings.

6. Standing Agenda Items (Brief Status of Ongoing Activities)
      i. There are two issues - deployment using k8s and LUM manager.
      ii. Target date for point release is January 15, however, we need to wait for these two issues.
      iii. For Demeter, Sprint 1 is starting form today. There are 4 epics and 16 user stories for this sprint.
      iv. We need more inputs required from Licensing team and ML workbench.
      v. Total 16 epics are marked as high and 24 epics are marked as medium.
      vi. Cloud migration is a priority and related epic is marked as high priority item.
      vii. Natarajan Subramanian , Murali Vuppuri , Manoop Talasila and Syed Anwar Aftab to discuss priority list items. In order to ensure related items are considered with appropriate priority.
   b. Report Out of Sub-Committees:
i. Community (Product) Committee - Reuben
   ii. Architecture Committee - Manoop
      1. In last architecture call, we had presentation from Verison.
      2. The presentation was about various network APIs for communication between various network providers.
      3. We discussed on how acumos can contribute to these APIs. We also discussed about control based features as well that they are working on.
      4. If any PTL wants to discuss new features / architectures, they are welcome to bring it in architecture call.
   iii. Security Committee - TBD
      iv. Report out from PTL: Stand-Up & Report Out on Blockers
          1. Security Verification and Deployment
          2. Design Studio/ML Workbench - Sayee
          3. License Management - Michelle
             a. We are reviewing JIRA to see what we can do in Demeter release and trying to gate LUM running.
             b. Meeting Jan 15 point release is looking very bleak.
          4. Portal Marketplace - Rajesh P.
          5. OA&M - Vineet
          6. On-boarding - Philippe
          7. Common Services - Guy
          8. Federation/Common Data Services - Chris
          9. Documentation - Akash
      v. Test & Integration Planning - Ken
          1. We are constant making changes and fixes and trying to see if we can achieve the target date.
          2. We are trying to fix kubernetes deployment and license manager problem.
          3. There is some issue with catalog restrictions as well.
      vi. Acumos codebase license scan - scan report - Ibrahim Haddad
          i. LF performs this scan to check if there are any license related issues in the project.
          ii. There are 5 findings in this report. Those conflicts are mostly due to images, videos.
          iii. ML workbench codebase has some BSD licenses. Need help from Portal and ML workbench team to remove / replace these files.
          iv. There are few other concerns as well - LF asks every opensource project some questions under CII badging program. It is necessary to answer these questions in order to maintain "mature project" status.
          v. Need help from PTLs in order to answer these questions
          vi. Action/ : Murali Vuppari to send individual PTLs the questions related to CII badging program so that those questions can be answered in tommorow's PTL call.
          vii. Action/ : Manoop Talasila, Sayee G and portal team to close license issue by Friday.
      vii. Training - Wenting
        meeting Jan 15 point release is looking very bleak.
   7. New Agenda Items (New Business): New Items Submitted (+speaker) & Open Call to TSC For Additional Items.
      a. TSC approval for granting committer access for below repositories :

<table>
<thead>
<tr>
<th>Current Committer Name</th>
<th>Repository</th>
<th>New Committer's name</th>
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<tr>
<td>bryan sullivan</td>
<td>acumos-gerrit-docker-proxy-committers</td>
<td>Vineet Tripathi , Santosh Kumar</td>
</tr>
<tr>
<td>Bryan Sullivan</td>
<td>acumos-gerrit-kubernetes-client-committers</td>
<td>Vineet Tripathi , Santosh Kumar</td>
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<td>Bryan Sullivan</td>
<td>acumos-gerrit-model-deployments-committers</td>
<td>Vineet Tripathi , Santosh Kumar</td>
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<td>Vineet Tripathi , Santosh Kumar</td>
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<tr>
<td>Bryan Sullivan</td>
<td>acumos-gerrit-system-integration-committers</td>
<td>Vineet Tripathi , Santosh Kumar</td>
</tr>
<tr>
<td>Pantelis Monogioudis</td>
<td>acumos-gerrit-training-committers</td>
<td>Wenting Sun , shiv Shakti and Raghavan AK</td>
</tr>
</tbody>
</table>

i. Special approval is required from TSC since existing commiters have already left.
   ii. TSC approves the above changes according to the suggestions from PTLs.
   iii. Generally case 3 committers should be enough in order to handle all scenerios e.g. vacations.
   b. Acumos codebase license scan - scan report - Ibrahim Haddad
   i. LF performs this scan to check if there are any license related issues in the project.
   ii. There are 5 findings in this report. Those conflicts are mostly due to images, videos.
   iii. ML workbench codebase has some BSD licenses. Need help from Portal and ML workbench team to remove / replace these files.
   iv. There are few other concerns as well - LF asks every opensource project some questions under CII badging program. It is necessary to answer these questions in order to maintain "mature project" status.
   v. Need help from PTLs in order to answer these questions
   vi. Action/ : Murali Vuppari to send individual PTLs the questions related to CII badging program so that those questions can be answered in tommorow's PTL call.
   vii. Action/ : Manoop Talasila, Sayee G and portal team to close license issue by Friday.

8. Planning for Next Meeting
9. Open Discussion
10. Community Committee Meeting Agenda Review
11. Any Other Business (AOB)
12. Meeting Summary (resolutions, new action items, etc.)
   a. Actions:
      i. Action/ : Manoop Talasila to check with Jacqueline Serafin of LFAI for a call to fill open positions.
      ii. Action/ : Reuben Klein Community committee to propose uses cases that can be reviewed by TSC.
      iii. Action/ : Jessica Kim to check if Jing can be available for help with common services.
      iv. Action/ : Kunal Rajan Deshmukh, Farheen Cefalu and Liya Yuan to coordinate handover of TSC meetings.
      v. Action/ : Murali Vuppari to send individual PTLs the questions related to CII badging program so that those questions can be answered in tommorow's PTL call.
      vi. Action/ : Manoop Talasila, Sayee G and portal team to close license issue by Friday.
   b. Votes:
      i. Meeting minutes for prior meetings (12/16, 12/23, 12/30, 01/06) were reviewed and approved by TSC members.
Zoom meeting: tsc-01062020.mp4

Agenda:

1. Call for Scribe (minutes owner) : Kunal Rajan Deshmukh
2. Roll Call & Quorum Check

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<thead>
<tr>
<th>Company</th>
<th>Contact Name</th>
<th>Attendance</th>
<th>Alternate Contact</th>
<th>Attendance</th>
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<td>Amdocs</td>
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<td>Daniel Sela</td>
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<td>AT&amp;T</td>
<td>Anwar Attab</td>
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<td>ZTE</td>
<td>Bingtai Han</td>
<td>Wei Meng</td>
<td>Liya Yuan</td>
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</tbody>
</table>

3. Review and Agree to Minutes of the Previous Meeting.
   a. A quorum was not met.
4. Review of Today's Agenda
5. Status of Open Action Items (Old Business )
   a. Action: Demeter Release > Pending community request for Deployment PTL position - replacement for Bryan is still open. *Manoop Talasila* will follow-up with Anwar and check what's the action plan for that.
   i. *Manoop Talasila* to discuss this offline with Anwar.
   b. Action: *Philippe Dooze*, *Guy Jacobson* to followup with IBM resources to see all questions are answered.
      i. *Philippe Dooze* send an email to IBM in mid-december. He has not heard from anything from IBM yet.
   c. Action: Community committee to propose uses cases that can be reviewed by TSC.
      i. Will be discussed in a community committee tomorrow.
6. Standing Agenda Items (Brief Status of Ongoing Activities)
      i. Clio point release built is sent to testing team. Close to 70% testing is completed. There are 2 high defects - these are currently being discussed.
      ii. Login library which is targeted for point release is also on track. *Vineet Tripathi* is working with *Justin Early* on this item.
      iii. For Demeter release there are 49 epics. Around 10 are marked as high priority epics. 29 are marked as medium and others are marked as low priority. We are working with PTLS to arrange the priorities.
      iv. We will work with PTLS to assign epics to sprints.
      v. After every sprint, we will have a demo on following Tuesday on PTL/ community call.
   b. Action: *Natarajan Subramanian* and *Murali Vuppari* to send an email to Anwar an email listing out resource gaps and user stories / Jira items these resources are working on.
   c. In next PTLs call, we will get a clarity on whether teams are ready to start working on Spring 1.
   b. Report Out of Sub-Committees :
      i. Community (Product) Committee - Reuben
         1. There is no leader for community committee. No one has come forward to lead community committee.
         2. Nominations can be carried out though emails.
      ii. Architecture Committee - Manoop
         1. IBM introduced AI fairness 360 tool to architecture committee.
         2. IBM would like to integrate pipelines to the tool and once it is complete, they would like to work with Training team and ML workbench team for integration.
         3. We have design items planned for discussion in this week for ML workbench team on using glowroot to manage services and design studio beta version aspects. More details can be provided once some progress is made in this week.
      iii. Security Committee - TBD
         4. Report out from PTL: Stand-Up & Report Out on Blockers
            1. Security Verification and Deployment
            2. Design Studio/ML Workbench - Sayee
               a. As a part of Clio point release, one defect was identified and fixed.
               b. We lost one resource in sandeep. We will see if we can bring someone as a replacement.
            3. License Management - Michelle
               a. For Clio, there were some issues installing LUM in IST. Ericsson was able to test it in their environment and it was successful.
               b. For Demeter, we lost 2 contributors. But we dont have major deliverables. We will reprioritize epics as a result of this change.
      iv. Portal Marketplace - Rajesh P.
         1. Portal teams is working on two high defects which we are aware of.
         2. Rajesh is still into KT.
   5. OA&M - Vineet
      a. We are ready for point release.
6. On-boarding - Philippe  
   a. We released 3.8.12 for onboarding in December. We don't have any new defect identified on Clio.  
   b. We will reprioritize a bit for future release.
7. Common Services - Guy  
   a. We are preparing for the spring. Looking for someone to do required python work.  
   b. Action: Jessica Kim to check if Jing can be available for help with common services.
8. Federation/Common Data Services - Chris  
   a. For point release we have an upgrade in CDS that portal team had requested. We have added some queries requested by the team.  
   b. For Demeter we have minor change that is under review. Waiting for other requirements for demeter.
9. Documentation - Akash
10. Training - Wenting  
    a. We design ready but it had to be approved internally first this could cause a delay of a week or two.
11. Test & Integration Planning - Ken  
    a. We have completed 60% testing of point release. There are two high defects that portal team is looking for.  
    b. We are testing 80 different scenarios using scripts. If changes from Chris are added to the point release, it could be difficult to meet the point release timeline.
    c. Action: Manoop Talasila and Natarajan Subramanian to check with portal team to see if they can meet point release target.
7. New Agenda Items (New Business): New Items Submitted (+speaker) & Open Call to TSC For Additional Items.
8. Planning for Next Meeting
9. Open Discussion  
   a. LF AI member’s meetup for Greater China region is schedule in Beijing at Jan. 13. On the following day Linux foundation will host 1st china leadership forum.  
   b. Action: Jessica Kim to provide a resource to scribe TSC meetings for the first quarter of 2020. Kunal Rajan Deshmukh and Farheen Cefalu will reach out to Jessica Kim with information needed.
10. Community Committee Meeting Agenda Review
11. Any Other Business (AOB)
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