Acumos AI Project Technical Steering Committee (TSC)

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- TSC Voting Members
- TSC Subcommittees
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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

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<tr>
<th>Name</th>
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<td>Tech Mahindra</td>
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<td>Bruce Tao (Alternate: Minhua Rao)</td>
<td>Tencent</td>
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<td>Bingtao Han (Alternate: Wei Meng/Liya Yuan)</td>
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*TSC Chair, Effective June 15, 2020 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.lfai.foundation to be added to an upcoming meeting.

Zoom 3 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)
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
- Minutes: TSC Meeting Coordinator will Start/End Zoom meeting along with Record the meeting and post to wiki, details in Community Meetings & Calendar 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>
<th>Q4 - 2019 (Oct-Dec)</th>
<th>Q1 -2020 (Jan-March)</th>
<th>Q2 -2020 (Apr-Jun)</th>
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*Excluded from meetings due to participation.

1. Call for Scribe (minutes owner):

2. Roll Call & Quorum Check

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Meeting Quorum: Attained

3. Review and Agree to Minutes of the Previous Meeting.
   a. Previous minutes approval:

4. Review of Today’s Agenda

5. Status of Open Action Items (Old Business)
   a. Action: Murali to follow-up on Federation release repo.
   b. Action: Wenting and Philippe to update calendar in LF AI calendar wiki page.
   c. Action: Model Deployment Philippe to raise LFAI ticket to get model deployment Committer access.

6. Standing Agenda Items (Brief Status of Ongoing Activities)
   a. Report Out of Product Committee:
      i. Product Requirement
      ii. Design Discussion
      iii. Release Management Activities
      1. Acumos Calendar update
      4. Any Security Issues
   v. PTL Update (Report out from PTL: Stand-Up & Report Out on Blockers)
      1. Model Management: - On Boarding, Common Services, & Model Deployment
      2. Design Studio, MLWB and Training
      3. CDS & Federation Services
      4. Portal
      5. Licensing
      6. OA & M
      7. Testing
     8. Documentation: All PTL’s will be addressing the documents requirements as they develop and product committee will ensure that documents are updated adequately.

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

8. Open Discussion


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

2020 08 31

Zoom meeting: Recording

Agenda:

1. Call for Scribe (minutes owner):

2. Roll Call & Quorum Check
*Excluded from roll call and quorum due to missing more than 3 consecutive meetings.

Meeting Quorum: Attained

3. Review and Agree to Minutes of the Previous Meeting.
   a. Previous minutes approval: Vote - First motion Michael Rooke and Second Guy Jacobson 17 August 2020 Minutes Approved
4. Review of Today’s Agenda
5. Status of Open Action Items (Old Business)
6. Standing Agenda Items (Brief Status of Ongoing Activities)
   a. Report Out of Product Committee:
      i. Product Requirement
      ii. Design Discussion
      iii. Release Management Activities
         1. Action: Murali to follow-up on Federation release repo.
         3. Action: Model Deployment Philippe to raise LFAI ticket to get model deployment Committer access
   iv. Any Security Issues
   v. PTL Update (Report out from PTL: Stand-Up & Report Out on Blockers)
      1. Model Management: - On Boarding, Common Services, & Model Deployment
         a. TSC approved Committer access to Repos: azure-client, openstack-client, kubernetes-client, docker-proxy, model-deployments/deployment-client and microservice generation
      2. Design Studio, MLWB and Training
      3. CDS & Federation Services
      4. Portal
      5. Licensing
      6. OA & M
      7. Testing
         a. Awaiting for Demeter Point release-I release registry confirmation to complete the sanity test
      8. Documentation: All PTL’s will be addressing the documents requirements as they develop and product committee will ensure that documents are updated adequately
7. New Agenda Items (New Business): New Items Submitted (+speaker) & Open Call to TSC For Additional Items.
8. Open Discussion
10. Meeting Summary (resolutions, new action items, etc)

2020 08 17

Agenda:

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

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Meeting Quorum: Attained

1. Review and Agree to Minutes of the Previous Meeting.
   a. Previous minutes approval: Vote - First motion Michael Rooke and Second Guy Jacobson 03 August 2020 Minutes Approved
2. Review of Today's Agenda
3. Status of Open Action Items (Old Business)
4. Standing Agenda Items (Brief Status of Ongoing Activities)
   a. Product Requirement
   b. Design Discussion
   c. Release Management Activities
      i. Action: CI/CD Badging Findings – Need additional resource from the community to support the security aspects.
      ii. Action: Murali to update PTLs page with PTL Lead info & Vacant info
      iii. Action: Murali/Nat to provide Model Deployment Repository/Committer detail to Philip
   d. Any Security Issues
e. PTL Update (Report out from PTL: Stand-Up & Report Out on Blockers)
   i. Acumos-4228: Icon is not displaying on Onboarding by Command Line Panel.
   ii. Training - No blockers
   iii. Download button issue – Need portal help
   iv. Model tracking Gerrit issue
   v. Model Management: - On Boarding, Common Services, & Model Deployment – Philippe. D
   vi. Design Studio, MLWB and Training – Wenting
   vii. CDS & Federation Services – Vacant
   viii. Portal – Vacant
   ix. Licensing – Vacant
   x. OA & M – Vineet
   xi. Testing – Vacant
f. Documentation: All PTL’s will be addressing the documents requirements as they develop and product committee will ensure that documents are updated adequately
a. Report Out of Product Committee:
5. New Agenda Items (New Business): Open Call to TSC For Additional Items.
6. Open Discussion
   a. Platform Install - Team is started working on multi-node and single VM option of Kubernetes (Zta) on deploying the platform and prepared helm chart and have it available for deploying Acumos.
      i. Acumos.org on public forum market place web presence (Production and Staging environment) - Nat to discuss with LF. (Action: Nat to work with LFAI on Market place Acumos.org and Dev/IST environment for community.)
7. Any Other Business (AOB).
8. Meeting Summary (resolutions, new action items, etc)

**2020 08 03**

**Zoom meeting: Recording**

**Agenda:**

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

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Meeting Quorum: Attained
3. Review and Agree to Minutes of the Previous Meeting.
   a. Previous minutes approval: Vote - First motion @ Jessica Kim and Second Guy Jacobson 20 Jul 2020 Minutes Approved
4. Review of Today’s Agenda
5. Status of Open Action Items (Old Business)
   a. Action: CII Badging findings – Need to discuss in Product Committee meeting and update wiki page.
   b. Action: PTLs to update Documentation design and how it can be revised to clarify what information applies to the release.
6. Standing Agenda Items (Brief Status of Ongoing Activities)
   a. Report Out of Product Committee:
      i. Product Requirement
      ii. Design Discussion
      iii. Release Management Activities
      iv. Any Security Issues
   v. PTL Update (Report out from PTL: Stand-Up & Report Out on Blockers)
      1. Model Management: - On Boarding, Common Services, & Model Deployment
      a. Working on C++ Command line and Pages to the Java generic model runner
      2. Design Studio, MLWB and Training
      a. Training - Sent build and no blockers
      3. CDS & Federation Services
      4. Portal
      5. Licensing
      6. OA & M
      7. Testing
Received build and no blockers

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

8. Open Discussion
   a. AIO Install - Team is stared working on multi-node and single VM option of Kubernetes on deploying the platform and prepared helm chart and have it available for deploying Acumos.
   b. Acumos.org on public forum marketplace web presence (Production and Staging environment) - Nat to discuss with LF.


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

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**2020 07 20**

**Zoom meeting: Recording**

**Agenda:**

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

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Meeting Quorum: Attained

3. Review and Agree to Minutes of the Previous Meeting.
   a. Previous minutes approval: Vote - First motion @ Jessica Kim and Second Guy Jacobson 06 Jul 2020 Minutes Approved

4. Review of Today’s Agenda
5. TSC Sub Committee - PTL Nomination/Election
   a. Community, Architecture, Security committees & Release Management is consolidated into Product Committee which will continue to oversee gathering requirements, design review, security topics and manage the releases.
   b. Components Merged as below:
      - Model Management: - On Boarding, Common Services, & Model Deployment
      - Design Studio, MLWB and Training
      - CDS & Federation Services
      - Portal
      - Licensing
      - OA & M
      - Testing
   c. Documentation: All PTL’s will be addressing the documents requirements as they develop and product committee will ensure that documents are updated adequately

6. Status of Open Action Items (Old Business)
   a. Action: Mural to follow-up with PTLs on Submitted defects and ask for build

7. Standing Agenda Items (Brief Status of Ongoing Activities)
   a. Release Manager/Release Planning: Weekly TSC Scheduling
      i. Demeter Point Release-I sprint 2 is in progress, ends on 07/31.
   b. Report Out of Sub-Committees:
      i. Community (Product) Committee - Reuben
      ii. Architecture Committee - Manoop
      iii. Report out from PTL: Stand-Up & Report Out on Blockers

1. Security Verification and Deployment
2. Training - Wenting
   a. Team is working on issues for Point Release-I sprint 2
   b. Intent to test a feature that was missed in Demeter release in next sprint
   c. No blockers
3. Design Studio/ML Workbench - Sayee/Vincent
   a. Team is working on open defects

4. License Management - Michelle
5. Portal Marketplace - Rajesh P.
6. OA&M - Vineet
   a. No blockers and no issues
7. On-boarding - Philippe
   a. Plan to release new version of Acumos C client
   b. ONAX model onboarding presentation
8. Common Services - Guy
9. Federation/Common Data Services - Chris
10. Documentation - Akash
11. Test & Integration Planning - Ken

8. New Agenda Items (New Business): New Items Submitted (+speaker) & Open Call to TSC For Additional Items.
9. Open Discussion
10. Any Other Business (AOB).
11. Meeting Summary (resolutions, new action items, etc)

2020 07 06

Zoom meeting: Recording

Agenda:

1. Call for Scribe (minutes owner):
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3. Review and Agree to Minutes of the Previous Meeting.
   a. Previous minutes approval: Vote - First motion @ Jassica Kim and Second Guy Jacobson 29 Jun 2020 Minutes Approved
4. Review of Today’s Agenda
5. TSC Sub Committee - PTL Nomination/Election
   a. Election Process: Waiting volunteers for individual committees, if there are not enough volunteers then will consolidate committees and combine it as Product Committee. Need to talk more in next TSC call
6. Status of Open Action Items (Old Business)
   a. Action: Murali, offline try to get the feedback and ETA update for planning
7. Standing Agenda Items (Brief Status of Ongoing Activities)
   a. Release Manager/Release Planning: Weekly TSC Scheduling
      i. Demeter Point Release-I sprint is in progress, ends on 07/10.
      ii. PTLs to create issues and tag to relevant sprints and labels
      iii. Action: Murali to follow-up with PTLs on Submitted defects and ask for build
      iv. Action: PTLs to update Documentation design and how it can be revised to clarify what information applies to the release
   b. Report Out of Sub-Committees:
      i. Community (Product) Committee - Reuben
         1. Discussed on Demeter Point Release and Elpis Planning meeting
      ii. Architecture Committee - Manoop
         1. PTLs to email if any topics to discuss in committee meetings in advance
      iii. Report out from PTL: Stand-Up & Report Out on Blockers
         1. Security Verification and Deployment
         2. Training - Wenting
            a. No plan for any issues for Point Release-I
            b. Intent to test a feature that was missed in Demeter release in next sprint
            c. No blockers
      3. Design Studio/ML Workbench - Sayee/Vincent
         a. Dev access provided and team is working on relevant open defects
   4. License Management - Michelle
      a. Moving forward with LUM/Portal and POC
      b. Blocker: Need LMCL resource (Michelle to communicate to TSC distribution list about the requirement with skill set)
      c. Federation: TechM team is working on it
5. Portal Marketplace - Rajesh P.
6. OA&M - Vineet
Meeting Quorum: Attained 

3. Review and Agree to Minutes of the Previous Meeting,
   a. Previous minutes approval: Vote - First motion Liya Yuan Seconded Reuben Klein 22 Jun 2020 Minutes Approved

4. Review of Today's Agenda
5. TSC Sub Committee - PTL Nomination/Election
6. Status of Open Action Items (Old Business)
   a. Natarajan Subramanian - to work with Muli to update the community calendar page
7. Standing Agenda Items (Brief Status of Ongoing Activities)
   a. Release Manager/Release Planning: Weekly TSC Scheduling
      i. Backlogs shared - 270 fewer issues, waiting for leads and PTLs to update.
      ii. Demeter point release 1 - 21 unique issues. 2 defects, 1 epic, 14 stories.
   b. Report Out of Sub-Committees :
      i. Community (Product) Committee - Reuben
      2. See Releases page: Demeter Point Release 1 Requirements.
      ii. Architecture Committee - Manoop
         1. Muli hosted meeting but nobody joined. Manoop has stepped down as the Architecture chair
         2. Proposal to merge committee
      iii. Report out from PTL: Stand-Up & Report Out on Blockers
         1. Security Verification and Deployment
         2. Training - Wenting
            a. Testing - Chair requested list of items/tagged for tracking
         3. Design Studio/ML Workbench - Sayee/Vincent
            a. Not present - Action to Muli to follow up and communicate July 13th meeting
         4. License Management - Michelle
            a. Moving forward on various tasks inc. resources, some gaps remain
     5. Portal Marketplace - Rajesh P.
        a. Access issues remain
6. OA&M - Vineet
   a. Architecture call, waiting for portal team logs.
   b. Chair: Bring more detail to July 13th meeting
7. On-boarding - Philippe
   a. Planning user stories for spring 1/2.
   b. Onboarding backlog 1st July.
8. Common Services - Guy
   a. Tensorflow python issue raised last week.
9. Federation/Common Data Services - Chris
   a. No open issues
10. Documentation - Akash
    a. Check gaps
11. Test & Integration Planning - Ken
    a. Mike to join starting in August
8. New Agenda Items (New Business): New Items Submitted (+speaker) & Open Call to TSC For Additional Items.
9. Open Discussion
10. Any Other Business (AOB).
    a. Common Dev and Test environment needed
11. Meeting Summary (resolutions, new action items, etc)
    a. Action: Murali, offline try to get the feedback and ETA update for planning

Back to Today's Agenda ^

Archived TSC Meeting Agendas & Minutes