

Dear all

Please find below the key minutes of our Third Monday Call. As with our First Monday Call, August has seen intense discussion around training and requirement asks/aims as we prepare for formal standardization. To ensure everyone can keep up-to-date regardless of timezone we are recording the calls. You can get a record of this call here:[https://www.uberconference.com/getmp3/AMIfv94v4-PbFKG9yPy2prs98edcr8jCyl9JJ\\_EBsdM3bNt3pQUsigS6K-MQxn\\_JBlegIAEFBBXA0gBe-PnQjXREymALY1WwgYUDD2quVLSGNYDFyrKYNIhN9W0EB0CrhmguQBQqXz8yZkltkEZdxKBvY600\\_Lz5g.mp3](https://www.uberconference.com/getmp3/AMIfv94v4-PbFKG9yPy2prs98edcr8jCyl9JJ_EBsdM3bNt3pQUsigS6K-MQxn_JBlegIAEFBBXA0gBe-PnQjXREymALY1WwgYUDD2quVLSGNYDFyrKYNIhN9W0EB0CrhmguQBQqXz8yZkltkEZdxKBvY600_Lz5g.mp3)

Below is a summary of our key discussion points.

== Attendees ==

Imada San  
Mark Gisi  
David Rudin  
Nathan Kumagai  
Matsumoto San  
Fukuchi San  
Kate Stewart  
Endo San  
Shane Coughlan

== Project Update ==

- OpenChain Workshop + Social Event @ OSSummit North America  
Workshop: 28th August, 1-5pm @ Conference Venue  
Social Event: 28th August, 6pm~ @ Mosaic Grille in Hyatt Regency
- Draft OpenChain Specification in Russian <https://github.com/OpenChain-Project/Specification-Translation-RU>
- Draft OpenChain Specification in Hindi <https://github.com/OpenChain-Project/Specification-Translation-HI>

== Specification Work Team ==

- Summarize last meeting's discussion on overhauling the Training section
- Approach: Start with most general scope and try to narrow without becoming too prescriptive
- Influenced by ISO 9001:2015 – decades of experience certifying Quality Management Systems
- Training (Section 3) is broken into two sections:
  - Competence
  - Awareness

=== Competence ===

The organization shall:

- a) Identify the roles and the corresponding responsibilities of those roles that

- affects the performance and effectiveness of the FOSS compliance program;
- b) Determine the necessary competence of person(s) fulfilling each role
  - c) Ensure that these persons are competent on the basis of appropriate education, training, or experience;
  - d) Where applicable, take actions to acquire the necessary competence
  - e) Retain appropriate documented information as evidence of competence

=== Awareness ===

The organization shall ensure that persons doing work are aware of:

- a) the FOSS policy;
- b) relevant FOSS objectives;
- c) their contribution to the effectiveness of the FOSS compliance program
- d) the implications of not conforming with the FOSS compliance program requirements;

=== Outcome ===

Mark Gisi will circulate a summary of the discussion to the mailing lists. Shane will additionally provide more information about the ISO process to the mailing lists.