Here are the minutes from our call. You can always find our agendas and minutes online here: https://wiki.linuxfoundation.org/openchain/minutes

Shane Coughlan
Gary O'Neall
Mark Gisi
Nathan Kumagai
Fukuchi Hiro
Homma San
Arita San

Project Update

Mark asked for feedback at Japanese study group, Fukuchi San confirmed feedback will be prepared

= Spec =

Recap of the last meeting by Mark.

Mark stressed the importance of the guiding principles, using them as the foundation for making decisions about what goes into the spec.

The FAQ contains a statement of the OpenChain Spec objective as its first item. Mark noted that some work had been done to refine this statement on the last call.

Mark additionally noted that the Spec has a very narrow focus, while the OpenChain Project as a whole may have a broader focus.

Mark continued to note that we want to avoid legal advice and best practices inside the Spec, while the OpenChain Project may cover best practices in its reference material.

Mark continued to note that the 1.2 draft specification has an update change log. This is designed as a temporary addition.

He highlighted the training section (second to last item), which states that the 85% requirement is *not* for a whole legal entity, but rather for an open source program.

We scrolled to section 1.2.3 in the draft spec to review the proposed language to clarify this item.

Gary confirmed that he is working to add relevant language and functionality to the OpenChain self-certification web app.

Mark noted that items such as naming an open source program provide a method of clarity regarding *what* precisely is covered by the OpenChain Spec certification in an individual organization.

Mark noted that around late February the Spec will be put out for public comments, locking down around late March, and released in April.

He continued that the outputs - the released software version - is particularly important. The software that goes through the OpenChain certified program is the output.

He noted that the goal over time is to create more awareness that the quality of the output is really what we want the Spec to accomplish.

He noted that we are changing Verification Artifact to Verification Material in this section 1.2.3.

He further noted that we are adding an explicit definition for Compliance Artifacts in the "Definitions" section of the Spec. This is intended to make it clear what is the difference between Compliance Artifacts and Verification Material.

He went on to explain that we added the word "External" to Section 2.1 to clarify that the focus of this section was external only rather than including internal.

= Onboarding =

Nathan noted that having a common work area is very useful moving forward. He said that the existing GitHub site is not ideal for this. He additionally noted that services like Google Docs work well but he hesitates to use fully public links.

Gary said that he found using Google Docs worked quite well regarding practical deployment. He suggested giving it a test run.

Mark concurred. He suggested that in the early stages of a document having it easily editable is a good thing, but in the later stages making it more static, perhaps only allowing comments would be useful.

Based on this feedback Nathan decided to proceed with Google Docs as an experiment.

Nathan asked about which events may be useful for targeting the next messaging. Shane suggested the Leadership Summit 6-8 March is probably the next important opportunity.

Mark asked if we will also have a face-to-face event. Shane noted that before the end of the year he planned to reach out and suggest this event for a face-to-face.

Nathan suggested that we have an opportunity to take our one page document and to go a little deeper about next steps.

Mark asked if there could be an expansion of our web app to allow organizations to show if they were nearly - but not quite - fully conformant. The concept would be that it may be useful for organizations to show progress (ed note: in a way similar to the CIP Best Practices badge).

Gary noted that this might be useful. Some organizations he works with often meeting most of the requirements but are still seeking to complete the training requirement, the challenge that tends to prove most difficult.

The discussion turned to the potential value of a checklist for the steps to become conformant. Nathan suggested this is an item that Onboarding could work on in the future.