

Here are the minutes from our call on December 4th 2017. You can always find our agendas and minutes online here: <https://wiki.linuxfoundation.org/openchain/minutes>

== Attendees ==

Mark Gisi
Alexios Zavras
Andrew Katz
Denize Weil
Jim Hutchinson
Josh Kast
Jake McGowan
Kate Stewart
Gary O'Neill
Hung Chang
Mike Linksvayer
Sami Atabani
Thomas Steenbergen
Akshu Thula
Miriam Ballhausen

(If I missed anyone please let me know)

== Project Update ==

Shane post two slide decks that discuss the OpenChain project discussed here:

<https://www.openchainproject.org/news/2017/11/23/two-recent-openchain-project-talks-available-slideshare>.

The OpenChain website overhauled the FAQ page that included a general set of questions followed by a set of three separated FAQs for Specification, Conformance and Curriculum. <https://www.openchainproject.org/faq>

Shane created a OpenChain Benefits one pager summary:

<https://www.openchainproject.org/news/2017/11/29/the-benefits-of-the-openchain-project-in-one-page>

== Curriculum Team ==

Alexios noted that a single Curriculum slide deck was good to start things going but that we should start to consider several different variants to address the different organization types (e.g., small vs large). That the project is receiving a lot of contribution materials (checklists, flowcharts, guides) which will require some level of organization. A lot of these contributions are being stored in the Curriculum github. That additional content is always welcome.

Alexios discussed that the more immediate objective is to store all new content in a textual format where changes could be tracked. Another objective is to consider how we can modularize the slide deck to allow some modules to be used by all organization yet allow others to be customized. Sami agreed that identifying a subset of slides that would less likely to change vs another set more likely to change depending on the size of policy of an organization.

Kate mentioned she would be working on updating some of the LF compliance materials and would be happy to make reference to the OpenChain materials.

Jim mentioned he would like to see addition Curriculum slides to be included that discuss remediation.

== Conformance Team ==

Miriam summarized the progress self check process has achieved over the past 12 months. It started as a paper survey, went to an online web form launch in April of 2017 and, now it is can support multiple versions of the specification. The recent focus has been less on content and more on related questions.

Miriam pointed out the next focus is to:

- finalize the rotation and response schedule summarized here: <https://wiki.linuxfoundation.org/openchain/conformance>
- Finalize discussion about partial organization conformance which was also discussed at the Prague F2F
- Do questions need to be changed to accommodate version 1.2 of the spec.

Miriam also felt we need to discuss how do we handle third party complaints – that is when there is a discrepancy between two organizations about how one is claiming to satisfy one or more spec requirements. The concern is that we need to have thought through how to respond before the situation arises.

Miriam also would like to start the discussion on how to accommodate third party certification organizations.

== Specification Team ==

The role of a wiki was discussed as a core collaborative tool by the Specification team. It was identified as a way to manage links to various work products including mailing lists, google docs, github repos, other web pages and so forth. Miriam saw similar utility for Conformance team. Alexios felt that github could play a similar role for Curriculum team. If the project chooses to move away from using a general wiki as a common collaboration tool the Spec and Conformance would like to maintain dedicated wiki pages. Sami and Gary pointed out that the wiki could serve as a table of contents reference (index) of team work product resources. Gary noted that Github also offers several additional collaborative tools.

The specification team defines a set of guiding principles to provide direction on what kind and level of feedback is relevant. Here is the result after discussing the current principles:

1. Build trust around the use of open source in constructing Software Solutions that are shared with others.
2. Less is More
 - Avoid boiling the ocean - Focus specifically on providing only the necessary and sufficient requirements of a “quality” compliance program
 - Focus on meaningful pain points based on actual practice use cases
3. Focus on the what and why (avoid the how and when)
 - Embrace the implementation of different practices to solve a given requirement
 - Avoid providing specific legal advice or specific best practices
4. Function as an open development initiative - open to all to contribute - inclusion via discussion and consensus that adhere to these guiding principles

The current principles will be added to the Specification wiki.

The current draft of the next version of the specification (1.2) is now available at:

https://wiki.linuxfoundation.org/_media/openchain/openchainspec-1.2.draft.pdf