Hello OFA MWG,

Below is a summary of our last MWG call. Please let us know if you have any questions.

Thanks, Allison

Attendees:

Paul Grun, HPE Jim Ryan, OpenFabrics Alliance Joe Balich, Nereus Allison Barry, Nereus

Agenda

- Events
 - o OFA Workshop 2020
 - Updated Workback Schedule attached
 - Schedule Snapshot
 - ⊖—[August 1] Select TPC Chair and Schedule First TPC Meeting in August (33w)

 - ← [December 6] Secure Keynote Speaker, Define Tutorials (15w)
 - ← [January 17] Close Call for Sessions, Announce Extension (8w)
 - ← [January 24] Close Extended Call for Sessions (7w)

 - ← [February 3] Distribute Speaker Acceptances (6w)
 - [February 11] Sponsorships Due (5w)
 - [February 24] Finalize Agenda (3w)
 - *Suggest Feb 10 (4w) or Feb 17 (5w)
 - [February 25] Close EB Registration (3w)
 - [March 17-19] OFA Workshop 2020
 - TPC Update
 - Meet the Experts update

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- AR: Jim to raise the topic of table topics and leaders during next TPC call
- **AR: Nereus** to confirm with **VTM Event** the number of tables that will be available for Meet the Experts
- Speaker Acceptances
 - Ongoing discussions on sessions and related topic categories
 - Potential for a new track based on 3 similar sessions, an additional submission and possibly two BoFs
- Agenda Setting
 - o Determine session categories

- 16 with multiple categories listed
 - AR: Paul to confirm categories for each submission
- Skeleton Agenda
 - AR: Nereus to develop initial agenda once session categories are finalized, confirmation of BoFs
 - AR: Nereus to include tutorial names in agenda in lieu of "steps"
- Communications
 - Speaker acceptance notices distributed
 - **AR: Nereus** to reach out to accepted speakers who have not signed presentation waivers for approval to share final slides
 - Tutorials update distributed
 - EB Registrations Reminders
 - One week (2/17), day-of (2/24)
 - AR: Nereus to follow up with speakers that have not registered
 - and share the discount code following early bird deadline
- Lanyards Sponsorship
 - LF/Amazon working through payment process
 - Qty, deadline and shipping address needed
 - **AR: Nereus** can coordinate with Brendan Bouffler/Raghu Raja/Bala (Amazon) on the above
 - **AR: Jim** to reach out Amazon to discuss interest in supporting OFA efforts
- At Large Elections
 - Call for Nominations
 - Town Hall (Tuesday, 3/17, PM)
 - Nominations Process
 - Verbally / Email
 - Must accept or decline by AMM (Wednesday, 3/18, AM)
 - List of Candidates
 - Announced at AMM (Wednesday, 3/18, AM)
 - Voting
 - Paper ballots at registration desk
 - Opens at AMM (Wednesday, 3/18, AM)
 - Closes at the conclusion of the Workshop (Thursday, 3/19, Noon)
 - Winners
 - Announced the week following the Workshop
 - **AR: Nereus** to reach out to Harold for his take on the value of being an At Large board member
 - AR: Nereus to begin election outreach before start of OFA Workshop
- Blog
 - Upcoming blogs
 - Tutorials Highlight posted
 - EB Registration One Week Reminder (2/18)
 - Agenda Announcement (2/27)

- SNIA/SSI
 - Continue building mutual relationship
- Opens

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