

## OFA MWG Meeting - 20210204

### Attendees:

Divya Kolar, Intel  
Jim Ryan, OpenFabrics Alliance  
Joe Balich, Nereus

### Minutes

- Events
  - OFA Workshop 2021
    - Schedule Snapshot
      - ~~[August/September] Select TPC Chair and Schedule First TPC Meeting in August (32w)~~
      - ~~[October 13] Build Initial Workshop Topic Categories for OFA Community Review (22w)~~
      - ~~[November 3] Finalize Workshop Categories, Session Formats, Collaborative Activities (19w)~~
      - ~~[November 17] Announce Call for Sessions and EB Registration (18w)~~
      - ~~[December 4] Secure Keynote Speaker (optional), Define Tutorials (15w)~~
      - ~~[January 22] Close Call for Sessions, Announce Extension (8w)~~
      - ~~[January 29] Close Extended Call for Sessions (7w)~~
      - ~~[February 1] Speaker Selections Due to MWG (6w)~~
      - [February 3] Distribute Speaker Acceptances (6w)
      - [February 9] Sponsorships Due (5w)
      - [February 22] Finalize Agenda (3w)
        - \*Suggest Feb 8 (5w) or Feb 15 (4w)
      - [March 15-19] OFA Workshop 2021
    - TPC Update
      - Initial list of acceptances distributed 2/3
        - Finalizing the remaining evaluations this week/next
      - Actively discussing BoF scheduling
        - Possibly hold as “after hours” activity immediately following main program
    - Agenda Creation
      - **AR: Joe** to create placeholder agenda once final list of accepted session is determined for TPC review and reordering based on like subjects.
      - **AR: Joe** to touch base with **Doug** to determine if OFA Annual General Meeting is required by the bylaws, determine if OFA should hold on regardless.
    - Speaker Training
      - Hold two WebEx trainings one week prior
        - Possible dates/times: Tuesday, March 9 at 8AM and Thursday, March 11 at 5PM

- OFA Roles
  - Divya – emcee
  - Joe – slide manager
- Communications
  - Agenda promotion – February 22
  - Speaker Instructions – March 1
- Platform
  - May need to switch to different Workshop platform, will know in two weeks
- Opens
  - Next meeting – Thursday, February 18 @ 1pm PT