

Hello OFA MWG,

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

Thanks,

-Joe

Attendees:

Divya Kolar, Intel

Jim Ryan, OFA

Paul Grun, Cray

Joe Balich, Nereus

Allison Barry, Nereus

Minutes: OFA MWG Call – 3/7/2019

Agenda:

- OFA Workshop 2019
 - Logistics Update – Per Karli’s email
 - Group to decide if an extra meeting room on Thursday is needed, or if 2.108 is sufficient
 - **AR: Nereus** to work with **VTM Events** to determine if extra costs would be incurred with room swap
 - Speaker Slides Reminder
 - Notice to speakers distributed 3/7
 - Due March 12
 - **AR: Nereus** to track slide submissions and review PPTs for template errors
 - Registration
 - Only two speakers not registered at the time of MWG call
 - Agenda/Abstracts eBlast
 - **AR: Nereus** to distribute to mailing lists
 - Agenda setting
 - Current agenda updated on the website: <https://www.openfabrics.org/2019-workshop-agenda-and-abstracts/>
 - Budget
 - **AR: Nereus** to send update to group on current budget shortfall
 - Misc. Items
 - Break Slides
 - **AR: Nereus** creating break slides
 - Emcee tracker
 - Jim to emcee event, Divya to act as slide changer during speaker intros
 - **AR: Nereus** to create emcee tracker and share with Jim for his reference
 - Survey
 - Confirmed single survey distributed on Day 1
 - Will also plan to send reminder email at the end of each day to attendees to complete the survey

- **AR: Nereus** to work with **Ken** to set up the survey
 - Signage
 - Welcome Sign (outside of main room)
 - 3 Registration Signs (with adjustable arrows)
 - Networking Reception Sponsor sign
 - Attendee letter
 - To be distributed March 12
 - **AR: Nereus** to distribute
 - Walk through
 - Scheduled for Monday, March 18 at 4PM
 - SNIA Materials Update
 - Table in F/B room
 - **AR: Jim** to continue finalizing material needs with SNIA
- Opens
 - Off-week WS planning meeting to take place 3/14