OFA MWG Meeting – 20211111

**Attendees:**

Raghu Raja, Enfabrica
Mike Aguilar, Sandia
Phil Cayton, Intel
Joe Balich, Nereus

**Minutes**

- Events
    - OFA Workshop 2022
        - Workback schedule
            - [August 1] Schedule First TPC Meeting in August *(33w)*
            - [October 22] Determine Workshop Categories *(21w)*
            - [October 25] Announce Call for Sessions and EB Registration *(20w)*
            - [November 29] Secure Keynote Speaker *(15w)*
            - [January 14] Close Call for Sessions, Announce Extension (*8w*)
            - [January 21] Close Extended Call for Sessions *(7w)*
            - [January 28] Speaker Selections Due to MWG *(6w)*
            - [February 1] Distribute Speaker Acceptances *(6w)*
            - [February 8] Sponsorships Due *(5w)*
            - [February 21] Finalize Agenda *(3w)*
                - *\*S*uggest Feb 15 (*4w*) or Feb 8 (*5w*)
            - [February 22] Close EB Registration *(3w)*
            - [March 15-17] OFA Workshop 2022
        - TPC Update
            - Finalized list of CFS topics
            - Approved draft slide requirement for submission
        - CFS Press Release
            - **AR: Joe** to publish Friday, November 12
        - Registration
            - VTM Event/John B./LF are working through payment portal logistics
            - Vaccination requirement being explored as well
                - **AR: Joe** to check with **VTM Events** on campus wide vaccine requirement.
    - SC21
        - Materials
            - Biz Cards – delivered
            - Table Cloth Runner – delivered
            - Kiosk PPT – under development
- Webinars
    - FSDP mini-launch
        - Announce program availability/how to get involved, highlight upcoming Webinar Series

- Timing of OFA eBlast – Monday, November 15
  - **AR: Joe** to finalize content needs with **Doug**, work with **Ken** to distribute.
  - FSDP Series
    - Topics
      - 1. Deeper dive intro and demo (1 hour)
        - January 12 at 10AM Pacific Time
      - 2. Test infrastructure API (1.5 hours)
        - January 19 at 10AM Pacific Time
      - 3. Live demo of testing API (1.5 hours)
        - January 26 at 10AM Pacific Time
    - Items needed for promotion
      - Titles and Abstracts
      - Speaker Info (name, company, title, bios)
      - WebEx links
    - Webex Webinar Setups
      - Registration (Name, Company, Email)
      - Mute attendees upon entry / Allow attendees to unmute themselves
      - Allow attendee discussions in the chat / See who is in attendance
      - Recording
    - **AR: Joe** to setup webex registration links accordingly.
- OFA Bylaws Vote
  - Follow up email sent
  - New deadline for votes – December 14
- Next meeting
  - Canceling next instance due to US Thanksgiving holiday
  - To pick back up Thursday, December 9 at Noon PT
  - **AR: Joe** to send out cancelations.
- Open
  - Hold post mortem on the SC21 at the next MWG meeting