

# 2021-10-19 TSC 01

## Attendees

- Alliander:
  - Frank Kreuwel (notetaker)
  - Jonas van den Bogaard
  - Jan Maarten van Doorn
- LFE:
  - John Metric
  - Yarlle Kilborn
- ProLoaF:
  - Gonca Gürses-Tran

## Agenda

- Welcome/Introductions
- Role of the Technical Steering Committee
  - Nominate & Elect a Chairperson/Secretary
- Review Legal Docs
  - Project Charter
- DCO - Provide an overview
- Onboarding checklist review
- Launch plan
- Meeting Cadence going forward

## Actions

- Decide on name (everyone) OpenSTEF
- Alliander:
  - fill in project technical charter: 1-2 sentences describe mission of project (Frank)
  - set up DCO (developer certificate of origin) (Jonas)
  - set meeting cadence: once a month-> fixed timeslot at least till end of year and first one after that (Frank)
  - determine name of project -> setup new github organization -> move repo's to new github organization
  - mailing lists can be setup already; name can be easily changed later
  - add on webpage intake form -> send to John
- John:
  - Code Scan: John will take initiative (can take a while)

## Notes

Main role TSC: making sure the community has what it needs to develop and grow the project. Publicly available, also possible to invite stakeholders /potential partners. Share roadmaps and what you're working on.

Chairperson role: 'Leader' of the project, make sure the project and community can move forward. Spokesperson for the project, contact for external parties. -> Frank

Secretary role: either appoint a fixed person, or 'float around'. Up to the project. Take notes and post them online.

Aim to get everything ticked off before Christmas

Teams: for now microsoft teams can be used, at a later stage, move to something more open (e.g. slack/irc)

Congratulations on finishing the first TSC!