Topics and Decisions for DAD-CDM PGB

This is a list of initial topics, decisions, and plans for the DAD-CDM PGB to work through when establishing the project.

1. Establish an initial meeting cadence
   
   a. This cadence will most likely change as the project progresses. OASIS staff recommends meeting every other week for the first couple of months. Once the project moves past the ‘set up’ phase, PGB meetings will likely be less frequent in favor of Technical Steering Committee (TSC) meetings, where technical work will occur by all interested parties.

   b. Make sure meetings are added to the [Groups.io calendar](https://www.groups.io) and include a Zoom or Teams link donated by a member. Meetings must be announced publicly on the group calendar.

   c. If a meeting is designated a PGB meeting, it is expected that only PGB members are voting on issues. Others can attend and advise, but not vote.

   d. It is also a best practice to consider the time zones of your project members when scheduling meetings. Consider recording meetings if timezones become problematic or breaking into two different meetings (once the project is more established).

2. Consider Appointing a Secretary
   
   a. The PGB Co-Chairs can appoint a Secretary to help with the administrative tasks of the PGB
      
      i. Tasks could include maintaining a calendar, sending agendas before meetings, taking minutes, sending minutes after meetings, and more.

   b. OASIS recommends asking if there are any volunteers. This person does not need to be a paying sponsor of the project. If more than one volunteer steps forward, the PGB can appoint multiple secretaries or select from the volunteers.

   c. Please notify OASIS of the appointment so that we can keep track of it.
3. Become Familiar with Files in GitHub

   a. OASIS has created a repository with a set of initial administrative documents in your GitHub organization.

   b. General Note on changing documents: Any changes to the following documents (except the charter) require a Full Majority Vote of the PGB.

   c. The documents are:

      i. **CHARTER.md** - OASIS staff has temporarily linked your charter to the file and will be working to transcribe the text into this document.

      ii. **CODE-OF-CONDUCT.md** - no action needed at this time

      iii. **CONTRIBUTING.md** - Review ‘How to Contribute’ section and decide if template text need modifications.

      iv. **GOVERNANCE.md** - The most important of the current files. This document outlines the process of how work with happen in the Open Project. It contains the minimum boiler plate text based on what is used by most of the other Open Projects. Review for knowledge and understanding. (More on Technical Steering Committee later in this document.)

      v. **LICENSE.md** - no action needed

      vi. **PROJECT-GOVERNING-BOARD.md** - OASIS will keep track of this file and update as necessary.

      vii. **README.md** - Currently contains template text. You are encouraged to add anything you want a new reader to know about the project.

      viii. **SPONSORS.md** - OASIS Staff will keep track of this document as new sponsors join the project.

      ix. **IPR-STATEMENT.md** - no action is needed at this time. Should be updated as relevant.

4. Establish Your Technical Steering Committee

   a. The TSC will be the group(s) that produce work for the PGB to review and approve. It is up to the PGB to write the rules of operation that the TSC is
to follow. Such as how TSC members are added or elected to the roster, how the TSC chair is selected, etc.

b. It will likely take several meetings to work through all of the steps involved to plan and establish the TSC.

c. Spend time thinking about the project plan or roadmap, deliverables, and how you will organize work. This will determine your first TSC.

d. Once this has been determined, the PGB will create the TSC’s GOVERNANCE document in GitHub that will include, but not be limited to the following:

   i. Name

   ii. Scope

   iii. How to join the TSC

   iv. How/who has voting rights

e. For the TSC to be official, the PGB must approve a resolution establishing the TSC. OASIS staff can provide guidance.

5. **Appoint Maintainer(s)**

   i. Your maintainers should be those familiar with GitHub. OASIS recommends having 2 or 3 from a mix of organizations.

   ii. Maintainers shall exercise editorial responsibility over the contents of the Project’s repositories, including by:

      1. evaluating and responding to pull requests

      2. designating main or recommended branches of each repository

      3. designating deprecated branches or contributions.

   iii. Open to anyone, not just paying sponsors