Open Platform for NFV Project, Inc.
Minutes of a Meeting of the End User Advisory Group
23 June 2016

A meeting of the End User Advisory Group ("EUAG") of Open Platform for NFV Project, Inc. ("OPNFV"), a Delaware not-for-profit membership corporation, was held on June 23, 2016 at 7:45 am Central European Time in Berlin and via a conference call.

Service Provider Company Participants Were:
Toby Ford (AT&T), Gerald Kunzmann (DOCOMO Euro Labs), Ashiq Kahn (NTT DOCOMO), Tetsuya Nakamura (CableLabs), Ashiq Kahn (NTT DOCOMO), Kenichi Oogaki (KDDI), Hajime Miyamoto (KDDI), Masanori Miyazawa (KDDI), Xiaoyan Pei (China Unicom), Shintaro Mizuno (NTT), Morgan Richomme (Orange), Jehanne Savi (Orange), Deng Hui (China Mobile), Lingli Deng (China Mobile), Cecilia Corbi (Telecom Italia), Bryan Sullivan (AT&T), Steven Wright (AT&T), Diego Lopez (Telefonica). Joining by phone: Tipu Qureshi (Amazon Web Services), Takashi Shimizu (NTT), Kenta Shinohara (NTT), Atsuyoshi Shirato (NTT), Johan Gustawsson (Telia Sonera), Kazuaki Obana (NTT DOCOMO), Tong Jiang (China Unicom)

Also participating were:
Brandon Wick (The Linux Foundation), Ray Paik (The Linux Foundation)

Toby Ford began the call by explaining the reasons for forming the EUAG. A point was made that the OpenStack User Committee and OpenDaylight Advisory Group have been very effective tools—providing valuable feedback to the projects, running working groups, filling gaps, and recruiting other end users. Toby is acting as the Interim Chair in place of Margaret Chiosi who started the group.

Structure
The EUAG Charter and Agreement have been created and approved by the OPNFV Board of Directors. Ray Paik distributed these agreements in paper form to those present at the meeting. Signatures on the agreement are not required to attend the first two introductory meetings. Digital versions of these documents can be found on the OPNFV website: https://www.opnfv.org/opnfv-end-user-advisory-group.

The EUAG Charter and Mission were reviewed. The role of the EUAG is purely advisory without bounds or obligations other than abiding by the policies of OPNFV. The group is now open to do whatever is needed to advance the mission, such as set up working groups, investigate subject areas, create surveys, etc. Membership to OPNFV is not required. In fact, the industry may have likes/dislikes about what OPNFV is doing and this is a great way to collect this information. The EUAG is open to anyone operating a network.

Activities
A discussion was had on valuable activities and obstacles to participation. A comment was made about the need for balanced participation in OPNFV between end users and vendors. A point was also made on how an advisory group should help communicate requirements and facilitate collaboration on projects with non-members. A point was made about how the group could help share with the industry how operators are using OPNFV.

Obstacles raised to participation are a lack of resources, a lack of familiarity with open source, and the desire to keep certain activities confidential/proprietary. A suggestion was made that the group could help facilitate how to move an end user along the OPNFV journey.

Beyond traditional telco operators, the EUAG is also looking at enterprises doing NFV, including public cloud.

Possible activities for the group include creating working groups, gathering feedback, gathering data, strategic guidance, marketing toward operators, and providing suggestions to project. A suggestion was made to that the EUAG liaise with other end user groups such as (e.g. ONUG, TIP), standards groups, and other open source groups (e.g. OpenStack). A suggestion was made to start a working group that collected use cases and requirements.

Governance
The EUAG will be a self-governed group with regular meetings. Meetings will take place at least 1x per month but could be more frequent in the beginning. The EUAG Chair will be elected and a question was raised around preferences for a 1-year or 2-year term. Most attendees preferred a two-year term. Face-to-Face Meetings can be held at each OPNFV Summit and other events when convenient (OpenStack Summit, LF Collab Summit). Consensus was reached to rotate between time zones convenient for the US, Europe, and Asia. After the introductory calls, meetings will be limited to those who have signed the EUAG agreement. Meeting minutes will be open. For the EUAG Chair, self-nominations will be conducted and voting done online using the Condorcet voting system.

The following timeline was proposed:
- Week of June 27: Second "Kickoff" Meeting"
- July 1st: Deadline for signed agreements
- July 15th: Nomination deadline for the EUAG Chair election
- July 22nd: Chair election completed
- Week of July 25th: First monthly meeting

The EUAG wiki has been set up here: https://wiki.opnfv.org/pages/viewpage.action?pageId=6822997. A wiki for EUAG members only will be established after July 1st. The EUAG web page has been set up here: https://www.opnfv.org/opnfv-end-user-advisory-group. A discussion was had around public meeting tools like IRC and Etherpad. Since meetings will be closed, it was decided to the keep the meetings to conference calls. A question was raised around a secure method to provide feedback. Anonymous surveys can be used and public meeting minutes will be made anonymous.

Short introductions were made around the table and on the phone.

Toby closed the call.