IoT Steering Committee Minutes

January 25, 2021

Agenda

Agenda Topics	Moderator	Minutes
Adopt the minutes of the December 14, 2020 call	Frédéric	5
Marketing update	Clark	10
2021 Program plan follow-up: Internship Program	Frédéric	15
IoT Working Group Charter Amendments	Paul	15

Attendees

Present

Robert Andres — Eurotech (alternate)
Caroline Buck — Bosch
Paul Buck — Eclipse Foundation
Frédéric Desbiens — Eclipse Foundation
Jens Reimann — Red Hat

Excused

Kai Hudala — Bosch (alternate)

Absent

Marco Carrer — Eurotech

Minutes

1. **Adopt the minutes of the December 14, 2020 call**

The minutes of the December 14, 2020 call were approved unanimously.

2. **Marketing update**
    Clark Roundy delivered an update on current marketing activities. Here are the highlights:
    ● Working group members can now sign up to speak at a Virtual IoT meetup.

    ● We now offer the possibility to working group members to propose case study topics. The members of the committee were invited to submit their ideas as soon as possible since we can produce only a limited number of such documents in a year,

    ● The 2021 Eclipse IoT and Edge Commercial Adoption survey is currently underway and will be open until February 2021. Eclipse IoT members can use the social media toolkit created by the Eclipse marketing team in order to promote it.

    ● Recruitment for a new IoT and Edge marketing manager is underway. We received a good number of applications and expect to fill the position in the upcoming weeks.

3. **2021 Program plan follow-up: Internship Program**
    Frédéric Desbiens covered the improvements he made to the deck describing the program. The term "project proposal" has been replaced by "development initiative" to avoid confusion with Eclipse open source projects. Frédéric also added a slide illustrating the program's stakeholders. However, the committee commented that the deck does not explain the program's financing clearly enough. Frédéric agreed to make changes to clarify this by the next meeting of the committee.

    Frédéric also presented a Google Form that will be used to gather development initiative proposals from the Eclipse IoT community. The committee stated that it feels the information requested should suffice to evaluate the proposals properly.

4. **IoT Working Group Charter Amendments**
    As part of the migration of the Foundation's governance to Europe, and to align with the new Bylaws recently approved by the Foundation's membership and Board of Directors, there is a requirement to amend all working group charters to ensure alignment and compliance with those associated changes in corporate governance.

    Paul Buck presented to the committee the changes it needs to make to its charter. Those changes deal exclusively with the revisions to the governance, and leave the scope, objectives, fees, currency of fees, membership and other aspects of the charter untouched.

    The Foundation would like to have this completed by February 12, 2021, but in all cases no later than February 26, 2021.

Robert Andres mentioned that, as an alternate delegate, he would prefer Marco Carrer to cast Eurotech's vote on this matter. Consequently, it was agreed that the steering committee would vote to amend the charter at its next meeting, scheduled for February 23, 2021.

The members of the committee were invited to submit their questions and concerns about the charter changes as soon as possible, to avoid delaying the vote.