Spec Committee Meeting Minutes September 5th, 2018

Attendees (present in bold):
Kenji Kazumura - Fujitsu, Michael DeNicola
Dan Bandera - IBM, Kevin Sutter, Alasdair Nottingham
Bill Shannon - Oracle, Ed Bratt, Dmitry Kornilov
Steve Millidge - Payara, Arjan Tijms
Scott Stark - Red Hat, Mark Little
David Blevins - Tomitribe, Richard Monson-Haefel
Ivar Grimstad - PMC Representative
Alex Theedom - Participant Member
Werner Keil - Committer Member

+ 2 participants: a phone number (408 276 4170) and Technology Meeting

● Past business / action items (10 minutes)
  ○ Approval of the August 22 and August 29, 2018 minutes as distributed.
    ■ Moved by Richard Monson-Haefel, seconded by Steve Millidge. Unanimously approved.
  ○ High-level Plan for completing the Specification Process (per Mike’s email)
    ■ Sept. 5: Agree on table of contents/outline of document. I.e. will the document we are constructing meet the requirement of describing a spec process in sufficient detail to replace the JCP?
    ■ Oct. 5: Draft complete
    ■ Oct. 10: Specification Committee approval to refer it to the Steering Committee
    ■ Oct. 16: Steering Committee approval to release for community review
  ○ General agreement on the High-level Plan for completing the Specification Process achieved
    ■ Moved by Richard Monson-Haefel, seconded by Steve Millidge. Unanimously approved.

● Agree on the Scope and Outline (Table Of Contents) of the Specification Process Document
  ○ Moved by Richard Monson-Haefel, seconded by Bill Shannon. Unanimously approved.

● Discuss Specification Project lifecycle diagrams as presented in the early draft document.
  ○ Most of the call was focused on gathering feedback on the diagrams. The feedback is already incorporated in the document.

● Resolve Comments in the early draft document - not discussed on this call.

● Reviewing the Plan (on the future calls)