Hello OFA MWG,

Below is a summary of our last MWG call. Please let us know if you have any questions.

Thanks,
Allison

Attendees:
Paul Grun, HPE
Jim Ryan, OpenFabrics Alliance
Joe Balich, Nereus
Allison Barry, Nereus
Adrienne Foster, VTM Events

Agenda
- Events
  - OFA Workshop 2020
    - VTM Events Team Update
      - Weekly Registration Reports starting next week (8 weeks out from Workshop)
    - Updated Workback Schedule – attached
      - Schedule Snapshot
        - ~~[August 1] Select TPC Chair and Schedule First TPC Meeting in August *(33w)*~~
        - ~~[October 15] Build Initial Workshop Topic Categories for OFA Community Review *(22w)*~~
        - ~~[November 5] Finalize Workshop Categories, Session Formats, Collaborative Activities (19w)~~
        - ~~[November 12] Announce Call for Sessions and EB Registration *(18w)*~~
        - ~~[December 6] Secure Keynote Speaker, Define Tutorials *(15w)*~~
        - ~~[January 17] Close Call for Sessions, Announce Extension (*8w*)~~
        - [January 24] Close Extended Call for Sessions *(7w)*
        - [January 31] Speaker Selections Due to MWG *(6w)*
        - [February 3] Distribute Speaker Acceptances *(6w)*
        - [February 11] Sponsorships Due *(5w)*
        - [February 24] Finalize Agenda *(3w)*
          - **Suggest Feb 10 (4w) or Feb 17 (5w)*
        - [February 25] Close EB Registration *(3w)*
        - [March 17-19] OFA Workshop 2020
    - TPC Update
      - Submission incoming and reviews underway
        - Expecting additional submissions after the deadline
        - **AR: TPC** to share speaker selection with the MWG on January 31
        - **AR: Nereus** to respond to submitters on February 3
      - Agenda Setting
        - Skeleton Agenda – attached
          - Tutorials planning

- # of sessions contingency plan
  - **AR: Nereus** to update agenda based on number of accepted submissions
- Communications
  - Call for Sessions one day reminder – 1/23
  - EB Registration one-month reminder – 1/27
  - Tutorials Update – 2/4
- iHPC article
  - **AR: Nereus** to update the article based on feedback and submit to iHPC along with the Workshop ad
- Blog
  - Upcoming blogs
    - Call for Sessions One Week Reminder – posted
    - Tutorials Highlight (1/28)
      - **AR: Nereus** to leverage insideHPC contributed article
      - **AR: Nereus** to send out member email highlighting the blog and article
    - EB Registration One Week Reminder (2/18)
    - Agenda Announcement (2/27)
- OFIWG / DMTF Joint Meeting
  - No action as of now
- Opens
  - **AR: Nereus** to schedule a one-off workshop logistics meeting next week if necessary.

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