2021-February-11

Agenda Topics	Moderator	Minutes
Welcome	Paul	5
Steering Committee governance	Sharon	10
Review working group membership	Sharon	5
Confirm the interim chair	Paul	5
Review working group charter	Paul	10
Adoptium WG logo and website	George/Hendrik	5
PR launch timeline	Thabang	5
Migration of AdoptOpenJDK projects to Eclipse Adoptium	Committee	5
Meeting cadence and next steps	Sharon	5
Introduction to Program Plan and Budget (Defer next meeting)	Paul	--

Attendees

Steering Committee Members
- Hendrik Ebbers (Karakun)
- Sanhong Li (Alibaba Cloud)

Other Attendees
- George Adams (Microsoft)
- Tim Ellison (Red Hat)
- Shelley Lambert (Red Hat)
- Severin Gehwolf (Red Hat)
- Martijn Verburg (Microsoft)
- Ben Evans (New Relic)
- Stewart Addison (Red Hat)

Eclipse Foundation
- Sharon Corbett

- Paul Buck
- Thabang Mashologu

Minutes

Welcome
- Paul welcomed everyone to the inaugural call of the Adoptium Working Group Steering Committee.
- All acknowledged a milestone achievement to be at this stage in standing up the Steering Committee for the Adoptium Working Group
- [Adoptium Working Group Launch deck](#) created to support the agenda
- While today most of the agenda items are with Eclipse Foundation staff that will switch for the future as the committee owns the meetings for moving forward

Steering Committee Governance
- Sharon presented the governance compliance framework in particular related to [Antitrust Policy](#) and [Bylaw](#) requirements. Additionally, reviewed the election process, meeting operations, communication channels, program plan and budget requirements, etc.
- More information on general operations can be found in the [Eclipse Working Group Operations Guide](#).

Review of Membership
- Sharon walked through the initial and committed (grey) member information
- Members need to identify primary and alternates for Steering Committee
- George to confirm In-Kind Sponsor information (Action: George)
- Reminder now is the time to begin second wave of recruiting members (Action: ALL)

Steering Committee Interim Chair
- Paul entered a motion for George Adams to hold the position of interim chair for the Steering Committee; no objections raised
- **Resolved, George Adams, Microsoft, will hold the interim Chair position (pending paperwork)**

Review Working Group Charter
- Paul presented the posted Draft [Charter](#) for Review (Approval tabled for a later date)
- Paul also presented suggested Charter [revisions](#) for consideration
- Discussion arose concerning the proposed level changes (standard on other working groups) and the possible effect on membership (Action: Paul/Sharon to provide feedback)

Adoptium Working Group Logo and Website

Logo

- Draft of proposed logo in progress of Eclipse Foundation trademark check

Website
- 1st Edition of Website not changed and on target for Feb. 15th
- Domain name transfer in progress to Eclipse Foundation
- GitHub org transferred to Eclipse Foundation
- Focus now on transferring website and blog
- Desire to get 2nd Website created as quickly as possible

Website 2nd Edition
- Under consideration
- UI and UX review; Karakun has resources to help
- Karakun will hold workshops (site map structure, etc. not design; workflow only) Others welcome to attend workshops (Action: Hendrik to send invites)
- Meeting with university students scheduled for Feb 25th; following week they will start to work on Adoptium webpage

PR Launch Timeline
- Thabang presented the draft press release and associated timeline (prior to end of Q1) identifying how members can participate/get involved
- Feedback on draft PR welcome
- Discussion arose concerning social promotion, messaging, channels, etc.
- Current Adoptium TweetDeck is not very active
- Thabang to connect Jacob of Eclipse Marketing with George (Action: Thabang)
- PR Messaging to sync with planned release information, etc.
- Adjustments can be made as required

Migration of AdoptOpenJDK projects to Eclipse Adoptium
- In Progress
- Projects created
- Infrastructure Transition Plan Meeting scheduled for Tuesday next week and to be continued weekly in the short term; Monday time slot will be used (Action: Sharon)

Meeting Cadence
- Weekly foreseeable future
- 10 am Eastern on Thursdays
- Calendar to be created with Zoom invite (Action: Sharon)
- George to identify who else requires Zoom keys
- Next meeting Thursday, Feb 18, 2021

Next Steps
- Create 30 day, 60 day, 90 day plans …

Program Plan and Budget

- Deferred to later meeting

Meeting Adjourned!