



OpenHW Foundation Steering Committee Launch Meeting

May 26 2025

Agenda

Topic	Time
Welcome and Agenda Review	5 mins
Membership Review	5 mins
Governance - Governing Bodies, Election Results, Steering Committee Representatives, Quorum, Proxy and Voting Practicalities and so on	15 mins
OpenHW Foundation Charter Approval	5 mins
Overall Working Group Structure Explained	10 mins
Program Plan & Budget Overview	5 mins
Next Steps	5 mins
Open Floor	5 mins
Closing Comments	2.5 mins

Quorum - 50% of Representatives / >50% of Quorum Present for simple majority vote

Attendees

Steering Committee Members:

- ☐ Christophe Biquard, Thales
- ☒ Fabien Clermidy, CEA
- ☒ Bilal Zafar (Elected Participant Representative)

Eclipse Foundation Team:

- ☒ Flo Wohlrab
- ☒ Sharon Corbett
- ☒ Frederic Desbiens

Guests: N/A

Quorum:

- ☒ Quorum was achieved

Slide Presentation is accessible [here](#).

Minutes

Membership Review
Current and prospective members were reviewed.

Governance Review

Matters concerning Governing Bodies, Governance Obligations, Election Results, Steering Committee Formation and Representatives, Quorum, Proxy, Voting procedures (simple/super majority), and Antitrust Policy were presented, reviewed, and discussed for compliance and responsibilities.

OpenHW Foundation Charter Approval

Deferred. Due to the absence of a Steering Committee member, Charter approval will be conducted via Electronic Vote shortly with the Steering Committee Mailing List,.

Overall Working Group Structure Review

The WG structure was reviewed. The aim is to maintain continuity from the previous arrangement. Naming conventions adjusted for formal purposes only but this will not impact the focus and efforts of the OpenHW Foundation working areas.

Program Plan & Budget Overview

The Program Plan is in progress. Deliverable for the end of Q2 (June). Frederic and Flo will collaborate with the Steering Committee to finalize the 2025 plan finalised by the end of June. Allocation of funds will be presented to the Steering Committee upon this approval of the Plan. These items are part of the formal process and required milestones.

Steering Committee Resources

- Mailing List: Private
- Steering Committee Artifact Repository: Google Drive, GitLab, GitHub (Google Drive is currently used but may be adjusted)
- Steering Committee Meetings: Typically private meetings with a Member/Community Call update at the end of the Quarter.

Next Steps/Next Meeting

- Meeting Cadence: Bi weekly initially, on Mondays, one hour earlier than today's call, either 13:00 or 14:00 CEST.
- Next Meeting: Monday, June 9th, at 13:00 or 14:00 CEST (separate email to follow).

Meeting Adjournment:

The meeting was adjourned at 15:00:43 CEST.
