

First Core Component Maintenance WG

Scope and Goals

Assess the maintenance capacity of the Samvera community by identifying 6 month custodians and plans for upcoming work on core components.

Conveners

Trey Pendragon (Princeton), Bess Sadler (DCE), Ben Armintor (Columbia)

Timeframe

Samvera Connect 2017 - earlier of March 30, 2018 and 2018 Samvera Partners Meeting

Deliverables

1. Report on criteria for what makes a “core” supported component.
2. Report on effects of self-nominated product owners process
3. Proposal for component sunset (inventory and process)
4. Prospective Product Owners and a small list of development priorities for supported core components

Meeting Times & Communication Channels

Meetings determined by poll. Every week meet for 1 hour.

Second Core Component Maintenance WG

Scope and Goals

Weekly grooming of backlogs, planning of sprints, and execution of sprints geared towards maintaining the core components of the Samvera architecture.

Conveners

Trey Pendragon & Tom Johnson

Timeframe

earlier of April 2, 2018 and 2018 Samvera Partners Meeting - 2018 Samvera Connect

Deliverables

1. Report on execution of and departure from roadmaps done during period leading up to Samvera Connect 2018.
2. Retrospective on the success or failure of the working group as an effort to improve the maintenance of our core components.

Meeting Times & Communication Channels

Meetings determined by poll. Every week meet for 1-hour, with expectations of occasional planned sprints to deal with identified issues.

Charter Requirements

1. The overall domain into which the discussion falls
2. The shared needs and requirements within that domain
3. Use cases that demonstrate these needs and requirements
4. A path towards one or more products that would meet the requirements
5. The organizations willing to commit resources towards realizing the product(s)
6. The timeframe in which the product(s) are needed and should be possible - in particular, a "sunset date" should be specified

Working Group Approval

Once the draft charter is acceptable to the participants in the discussion, there is a Call for Participation (CfP) issued. This is simply an email to the appropriate lists with at least [CfP] in the subject heading that announces the document and seeks the engagement of the additional participants. Organizations must respond publicly that they are willing to take part and commit development resources towards the working group's goals. At least three Partners must respond positively, and no more than three Partners may respond negatively, for the working group to be approved. If fewer than three Partners are willing to contribute, then the working group's topic is likely too specific and the work should be done outside of the Working Group process. If more than three Partners object to the work being done, then there is a significant issue that should be resolved before committing resources.

At least two calendar weeks must pass between the CfP and the working group being approved. If there are only one or two Partners interested after four calendar weeks, then the CfP is ended and the charter should be discussed and modified before re-announcing.

Once the working group is approved, the link to the charter will be added to the Samvera Wiki page that lists active working groups.

Appendices

See [Samvera governance/roadmapping/resourcing activity - 2017-11-10](#) for core components discussion and guidance from partner's meeting for Goals in Governance, Roadmapping/Planning, and Resourcing & Roles.