Attendees

- Kris McGlinn (TCD)
- Pieter Pauwels (UGent)
- Georg Schneider (Fraunhofer IBP)
- Walter Terkaj (ITIA-CNR)
- Ana Roxin (Univ. Burgundy)
- Dario Bonino (ISMB)
- Michel Bohms (TNO)
- Mads Holten Rasmussen (DTU)
- Zohreh Pourzolfaghar (DCU)
- Dario Bonino (ISMB)
- Kiril Tonev (KIT)
- Odilo Schoch (ETHZ)
- Sandra Gannon (IBM)
- Markus Helfert (DCU)
- Maxime Lefrançois (EMSE)

Date and time

- 13/12/2016
- 11:00 CET

Agenda

1. outside news and review of overall management
2. update of list of participants

     https://www.dropbox.com/s/s7489wxh8j4usj9/BDW_Members.xlsx?dl=0

3. revision of the charter and the outward facing document for industry

     Outward facing document can be found here (please edit/add to this) - https://docs.google.com/document/d/1ucKVBtWLz05-17zXco6FnIQ-mplew7f0Xw2sXyHdqs0/edit

4. review of use cases and prioritization.

     Use case document can be found here (please add to this) - https://github.com/w3c-lbd-cg/lbdw/blob/master/use_cases/template_and_initial_use_cases.md

5. progress around the core building topology ontology (BOT)

     Redirect permanent identifier for bot to lbd github? (Mads) - https://github.com/perma-id/w3id.org/tree/master/bot

Minutes

1. outside news and review of overall management
   a. Two chairs needed; preferably one industrial:

   (Action Kris, Pieter, Sandra) Sandra Gannon is a candidate to take on this role. Kris, Pieter and Sandra discuss offline on how this transition can be made.

   b. GitHub pages - Dropbox - Google Docs
      i. GitHub is decided to be the central point for document management, mainly because of its ease to link to external Webpages. In this case, all is managed via https://github.com/w3c-lbd-cg/lbdw, which has a direct web interface at https://w3c-lbd-cg.github.io/lbdw/.
      ii. Google docs is maintained for writing meeting minutes - easier for collaboratively writing documents. Links to google docs minutes are to be included in the GitHub pages interface (https://w3c-lbd-cg.github.io/lbdw/).
      iii. Dropbox is not used.

   c. It is decided to have a coordinator for the git repo, someone who makes sure that information is published and maintained in the right locations.
      i. Maxime Lefrançois and Kris McGlinn are candidate joint coordinators for this job.
      ii. People issue "pull requests" to coordinators who then merge those requests into the repository.
      iii. (Action Maxime) The git repo now holds a master branch and a gh-pages branch. It was suggested to delete the master branch and stick to the gh-pages branch only. But instead, it is decided to maintain multiple branches for subprojects. We can for instance keep a separate branch for the BOT ontology.

2. update of list of participants
   a. https://www.dropbox.com/s/s7489wxh8j4usj9/BDW_Members.xlsx?dl=0
   b. No major changes since last call
   c. (Action Pieter) To be moved to git repo.
   d. Everyone should register in the Community Group (https://www.w3.org/community/lbd/), which displays a list of participants (https://www.w3.org/community/lbd/participants). Also the mailing list (public-lbd@w3.org) is associated to this CG. From mid January onwards, only this mailing list will be used to spread the official telco meeting invitations and meeting minutes.

3. revision of the charter and the outward facing document for industry
   a. The charter is available in the Git repo and it has not been significantly updated since the last call: https://w3c-lbd-cg.github.io/lbdw/charter/.
   b. (Action all) An outward facing document can be found here (please edit/add to this): https://docs.google.com/document/d/1ucKVBtWLz05-17zXco6FnIQ-mplew7f0Xw2sXyHdqs0/edit
   c. Upload it to GitHub, and make it available for editing there. In fact, this should be visible when browsing to https://w3c-lbd-cg.github.io/lbdw/.
4. review of use cases and prioritization.
   a. Presentation (PPT) by Ana of how we can visually represent the use cases that we already have in the Community Group wiki. This is intended to result in an industry-oriented page.
   b. Use cases are now gathered in a number of locations:
      i. A use case template can be found in the GIT account (feel free to add) - https://github.com/w3c-lbd-cg/lbdw/blob/master/use_cases/template_and_initial_use_cases.md
      ii. Use cases have also been gathered previously in the Community Group Wiki:
         1. https://www.w3.org/community/lbd/wiki/Seed_Use_Cases
         2. http://phaedrus.scss.tcd.ie/buildviz/SWIMing/u_c_overview/
      iii. The outward facing document includes a presentation of use cases as well: https://docs.google.com/document/d/1ucKVBtWLz05-17zXco6FnIQ-mplew7f0Xw2sXyHdqs0/edit
      iv. Ana lists a number of use cases in her Powerpoint as well.
   c. Action Items:
      i. (Action Ana) Ana prepares a small number of use cases (max. 10 slides) in collaboration with industrials to identify main use cases pertaining to a given BLC. These slides can then be used as input for building the industry document. The slides use the same keywords as the ones identified as important for industrials.
      ii. (Action Sandra) Sandra prepares an outward-facing industry document for the website, starting from the document at:
         1. https://docs.google.com/document/d/1ucKVBtWLz05-17zXco6FnIQ-mplew7f0Xw2sXyHdqs0/edit

      iii. (Action Ana and Sandra) Ana and Sandra talk with each other, so that both efforts converge into a joint CG effort.

5. progress around the core building topology ontology (BOT)
   - (Action Mads) It is decided to redirect the permanent identifier for the BOT ontology (https://w3id.org/bot#) to the documentation in the LBD CG git repo - https://github.com/perma-id/w3id.org/tree/master/bot
   - (Action Mads) The BOT ontology documentation should have a latest version and previous dated versions.
   - The BOT ontology is something that can be collaboratively worked on within the community group. It remains property of the effective authors and implementers, but it is possible to contribute and then become author and/or contributor. Direct reference to the W3C Community Group should be made in the documentation.
   - Collaboration goes through the Git repo (forks and pull requests). Suggestions can be made directly in the TTL file. Mads is then able to regenerate the documentation when needed and Maxime can publish a new version of the ontology in selected intervals. Mid spring 2017 should be a rough deadline for a first full draft of the BOT ontology.
   - Dario Bonino: a clear scope should be set around the BOT ontology, so that it is clear that it does not mean to intrude directly in other ontology scopes, including IFC, DogOnt, SAREF, geo, SSN, and so forth.
   - (Action Mads) Discussion around datatype properties bot:name and bot:id
     i. Maxime: delete existing datatype properties in the BOT ontology
     ii. Mads: use rdf:label instead
     iii. Mads will update the file and will upload it on GitHub (on the gh branch!)

Action items

- Coordinate efforts on GitHub <Kris, Maxime>
- Add Charter to GitHub <Kris>
- Generate overview and external facing document/slides <Ana>
- Generate external facing schemas <Kris, Sandra>
- Manage iterations of ontology (BOT) <Mads, Maxime>

Previous action items

- Update the charter <Kris> (ONGOING)
  - http://phaedrus.scss.tcd.ie/buildviz/lbdw/
- Add document for providing use cases to GitHub <Kris>
  - https://github.com/w3c-lbd-cg/lbdw/blob/master/use_cases/template_and_initial_use_cases.md

- Add Use Case to GitHub <All>
  - https://github.com/w3c-lbd-cg/lbdw/blob/gh-pages/use_cases/use_case_template_and_examples.md
- Create external facing document to attract industrial partners <Kris>
  - https://docs.google.com/document/d/1ucKVBtWLz05-17zXco6FnIQ-mplew7f0Xw2sXyHdqs0/edit
- Begin adding content to external facing document <All>
- Invite and update contacts list <All>

Next Call

- 20/12/2016 11:00 CET @ gotomeeting