D5.1.1 Project Kick-Off Report and Project Management Plan

ModelWriter

Text & Model-Synchronized Document Engineering Platform

Project number: ITEA 2 13028
Work Package: WP5
Task: T5.1

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https://github.com/ModelWriter/Deliverables/issues/125

Document History

Version	Author(s)	Date	Remarks
0.1.0	Ferhat Erata Moharram Challenger	17-Oct-2014	Draft
1.0.0	Ferhat Erata	01-Jan-2015	Release

Table of Contents

1. Introduction

Role of the deliverable

This document reports the project kick-off meeting and the project management plan which is decided in that meeting.

The List of Technical Work Packages

UC Code	Requirements derived from
WP2	Semantic Parsing and Generation of Documents and Documents Components
WP3	Model to/from Knowledge Base (synchronization mechanism)
WP4	Knowledge Base Design and Implementation
WP6	Architecture, Integration and Evaluation

Structure of the document

This document is organized as follows:
- Chapter 1 introduces the document.
- Chapter 2 reports the meeting

Terms, abbreviations and definitions

Abbreviation	Definition
RDF	Resource Description Framework
WP	Work Package
UC	Use Case

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2. Report of the Kick-off and the Management Plan

The meeting info

Date	Subject	Location
2014.11.08	Kick-off meeting	KoçSistem Headquarters, Istanbul, Turkey

Attendees:

Name	Function	Company
Ferhat Erata [FE]	Project Leader	UNIT
Etienne Juliot [EJ]	French Consortium Coordinator	OBEO
Dr. Erhan Mengüsoğlu [EM]	Turkish Consortium Coordinator	Mantis
Hale Gezgen [EG]	Secondary Contact Point	KoçSistem
Moharram Challenger [MC]	Secondary Contact Point	UNIT
Claire Gardent [SC]	Primary Contact Point	CNRS

Agenda

Topic	Comment
Project official Kick-off Date (M1 - [M] Kick-Off Meeting)	Official start date is 1 October 2014. This is the kick-off meeting
Workshop Meeting	2-day workshop in January (face-face technical meeting) in Izmir (Smyrna), Turkey, search for a direct flight from Toulouse/Nantes (https://unit.doodle.com/pprrtcqg7fqp7w64)
Yearly meetings	Yearly face-to-face meetings will be organized and synched at Models, EclipseCon (additional to ModelsWard, ECMDA conferences)
Project Site	www.modelwriter.eu (will be later hosted on GitHub) http://modelwriter.github.io/
Source Code Management (Repositories)	GitHub (Private Repository for use cases, Public Repository for Open Source Platform) https://github.com/ModelWriter Work Package 1 - https://github.com/ModelWriter/WP1 Work Package 2 - https://github.com/ModelWriter/WP2 Work Package 3 - https://github.com/ModelWriter/WP3 Work Package 4 - https://github.com/ModelWriter/WP4 Work Package 5 - https://github.com/ModelWriter/WP5

https://github.com/ModelWriter/Deliverables/issues/125

	Work Package 6 - https://github.com/ModelWriter/WP6 Work Package 7 - https://github.com/ModelWriter/WP7
Project Deliverables	https://github.com/ModelWriter/Deliverables/issues
Project Wiki	GitHub (https://github.com/ModelWriter/Project-Collaboration/wiki) GitHub (for each WP, https://github.com/ModelWriter/WP3/wiki)
Project Email Account	Google Apps (project@modelwriter.eu)
Project Emailing List	Google Groups (consortium@modelwriter.eu)
Project Forum	https://groups.google.com/a/modelwriter.eu/forum/#!forum/consortium
Project Discussion	GitHub (https://github.com/ModelWriter/Project-Collaboration/issues)
Document Co-authoring	Google Drive (http://goo.gl/IRjcKq)
Document Management	GitHub (https://github.com/ModelWriter/Document-Management)
Issue Tracking	GitHub Issues, e.g. https://github.com/ModelWriter/WP5/issues) Work Package 1 - https://github.com/ModelWriter/WP1/issues Work Package 2 - https://github.com/ModelWriter/WP2/issues Work Package 3 - https://github.com/ModelWriter/WP3/issues Work Package 4 - https://github.com/ModelWriter/WP4/issues Work Package 5 - https://github.com/ModelWriter/WP5/issues Work Package 6 - https://github.com/ModelWriter/WP6/issues Work Package 7 - https://github.com/ModelWriter/WP7/issues
Project Product Backlog (Waffle.io and GitHub Issues)	https://waffle.io/modelwriter/product-backlog https://github.com/ModelWriter/Product-Backlog/issues
Scrum Management (Waffle.io and GitHub Issues)	Waffle.io and GitHub Issues, e.g. https://waffle.io/ModelWriter/WP5 Work Package 1 - https://waffle.io/ModelWriter/WP1 Work Package 2 - https://waffle.io/ModelWriter/WP2 Work Package 3 - https://waffle.io/ModelWriter/WP3 Work Package 4 - https://waffle.io/ModelWriter/WP4 Work Package 5 - https://waffle.io/ModelWriter/WP5 Work Package 6 - https://waffle.io/ModelWriter/WP6 Work Package 7 - https://waffle.io/ModelWriter/WP7
Teams	https://github.com/orgs/ModelWriter/teams --- https://github.com/orgs/ModelWriter/teams/owners https://github.com/orgs/ModelWriter/teams/pcc https://github.com/orgs/ModelWriter/teams/tcc https://github.com/orgs/ModelWriter/teams/wp1-committers https://github.com/orgs/ModelWriter/teams/wp2-committers https://github.com/orgs/ModelWriter/teams/wp3-committers https://github.com/orgs/ModelWriter/teams/wp4-committers https://github.com/orgs/ModelWriter/teams/wp5-committers

https://github.com/ModelWriter/Deliverables/issues/125

	https://github.com/orgs/ModelWriter/teams/wp6-committers https://github.com/orgs/ModelWriter/teams/wp7-committers
Requirement Management	User Requirements Document (URD) & Software Requirements Document (SRD) (https://github.com/ModelWriter/Requirements) WP1 - T1.7 – Consolidated User Requirements: A common User Requirements Document (URD) (D1.7.1) will be compiled from the catalogues of Industrial Use Case partners, resulting in a common list of formal requirements with initial prioritization, taking into account both national priorities and international commonalities / synergies. WP1 - T1.9 – Software Requirements: A common Software Requirements Document (SRD) (D1.9.1) derived from the previous URD will identify and prioritize the functional and nonfunctional requirements for the ModelWriter IDE, addressing the selected User Requirements.
ITEA & ARTEMIS Co-summit 2015 - ModelWriter	UNIT will participate in ITEA & ARTEMIS Co-summit to present ModelWriter project.
Leadership of Work Package 1 - Industrial Use Cases and Requirements (SA)	For the sake of balanced work package distribution wrt countries and companies, Airbus seems the most suitable partner for industrial use case (EJ, FE)
Work Package Distribution	Work Package 1 - Industrial Use Cases and Requirements (? AIRBUS) Work Package 2 - Semantic Parsing and Generation of Documents and Documents Components (LORIA) Work Package 3 - Model to/from Knowledge Base (UNIT) Work Package 4 - Knowledge Base Design and Implementation (MANTIS) Work Package 5 - Project Management (UNIT) Work Package 6 - ModelWriter Architecture, Integration and Evaluation (OBEO) Work Package 7 - Standardization, Dissemination and Exploitation (OBEO)
M3 - [D] Industrial Use Cases and Requirements and Corpora	M3 -> M4 : write a reasonable justification in the report when it is done about shifting one month.
Meetings Recurrence	Meetings every two weeks. The first one is national and the second one is international.
Project Coordination Committee (PCC)	[From The ModelWriter FPP] The **Project Coordination Committee** (PCC) consists of one representative for each participating partner. Such PCC is chaired by the Project Leader (UNIT), who endorses the overall responsibility for the execution of the contract, for the effective global management of the project, for maintaining contact with the ITEA organization and for monitoring the interaction and the relative progress of the work amongst the partners.

Technical Coordination Committee (TCC)	[From The ModelWriter FPP] The **Technical Coordination Committee** (TCC) made up of the Work Package leaders. The TCC carries the overall technical responsibility of the project. Each work package leader is responsible for the progress, results, achievements and problems (incl. Technical Risks) within his work package, and periodically reports to the TCC.
Project Cooperation Agreement (PCA) & IPR (Intellectual Property Rights)	[From the ITEA Rules & Regulations] All partners in each ITEA project have to sign a Project Cooperation Agreement (PCA). The PCA details the cooperation between the project partners (contractors, and if applicable, subcontractors). For some PAs the PCA - signed by all partners - is a prerequisite for granting a funding contract or for executing the payments. The PCA has to explain: a. the purpose and scope of the co-operation b. the execution of subcontracting c. financing aspects (if applicable) d. confidentiality regulations The main elements of a PCA are laid down in a PCA model. When submitting an FPP, all partners have to declare to the ITEA organisation that a PCA has been or will be signed.
OSS (Open Source Software) Licence	[From the ModelWriter FPP, The Dissemination Plan] OSS components should be defined. OSS Licences such as EPL (http://choosealicense.com/licenses/)
Eclipse Project Submission	[From The ModelWriter FPP] dissemination & exploitation plan and open source campaign.
Goal definitions according to FPP	Goal definitions prior to product backlog must be set based on FPP by the consortium.
Creation of the Product Backlog of the project	Project Partners must contribute the product backlog (Features/Requirements) https://github.com/ModelWriter/Product-Backlog
National Workshop on 4 Dec and 5 Dec 2014 in Ankara, Turkey in 5th Turkish Software Architecture Conference (UYMK 2014).	Presentation in Turkish Software Architecture Conference (UYMK 2014) http://uymk.org.tr/
ModelWriter presentation, call for OSS contribution, Dissemination Activity	Presentation in Turkish Software Architecture Conference (UYMK 2014) http://uymk.org.tr/

Action plan

Item	Assigned to	Due Date
Inform Belgian partners about kick-off meeting [Done]	[FE]	2014-11-14
Send a doodle for workshop dates between 12-19 January 2015 [Done]	[FE]	2014-11-21
Collect GitHub usernames from partners[Done]	[FE]	2014-11-14
Share ModelWriter Documents - Share Google Drive Link	[FE]	2014-11-14
ITEA & ARTEMIS Co-summit 2015 - ModelWriter Exhibition requirements Call for participation to ModelWriter	[FE]	2014-11-21
Send an email to Anne, Airbus for taking the leadership of WP1 [Done]	[FE]	2014-11-21
Send a doodle to vote for the day of the regular meeting	[FE]	2014-11-21
Organize a national consortium meeting (17-18-19 November 2014) [Done]	[FE]	2014-11-21
From each company, request project primary, secondary point of contacts, and technical contact (PCC and/or TCC members) (preferably by doodle)	[FE]	2014-11-21
Share Meeting Minutes to project partners [Done]	[FE]	2014-11-21
Organize Waffle for GitHub (Workflow States, Queue, Product Backlog, Ready, In Progress, Deferred, Done) [Done]	[FE]	2014-11-21
Create a User Manual for Github [Done]	[FT]	2014-11-21
Create a User Manual for Waffle-GitHub Integration	[FT]	2014-11-21
Create a User Manual for GitHub-Eclipse Integration (EGit) [Done]	[FT]	2014-11-21
Planning Product-Backlog/Releases/Sprint (Milestones/Deliverables) [Done]	[FE]	2014-11-21
Inform French Partners about the Turkish funding is officially approved.	[FE]	2014-11-21
Create a User Manual for Github-GitHub for Windows	[FE]	2014-11-21
Create an initial version for PCA	[MC]	2014-11-21
Create a Requirements repository and issue list and scrum board for User Requirements Document (URD) and Software Requirements Document (SRD) [Done]	[FE]	2014-11-21

Distribution

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Details of 13028 ModelWriter

Key data | Partners | Countries | Work packages | Costs and effort | Reporting | Calendar | Management

Project basics

Project name	13028 ModelWriter
Public project website	ModelWriter
Project title	Text & Model-Synchronized Document Engineering Platform
Description	Development of an integrated authoring environment combining Semantic Word Processing (= the "Writer" part) with Knowledge Capture Tool (= the "Model" part) solutions.
Status	Labelled
Project leader	Ferhat Erata
Call	ITEA 2 Call 8
Start date	01 Oct 2014
End date	30 Sep 2017
Challenge	🟠 Knowledge-based society

Edit project key data for 13028 ModelWriter

Project checklist

⚠ The required documents of types 'FPP Annex (Track Changes), Change Request' is missing in your proposal documents section

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