
Agenda: CBPS - SIG kick-off meeting (DRAFT)

Venue: NH Hotel Vienna Airport, videoconferencing

Participants:

- name, organisation

Agenda

1. Opening

- *the meeting is established*
- selection of the meeting chair and secretaries
- the recording of the meeting attendees and their roles/mandates

2. SIG Charter

- *the purpose of the SIG is explained*
- overview of the charter (presentation)
- change requests and their handling

3. Decision-making

- *the starting point of the SIG is established*
- deciding the name of the SIG
- accepting the current charter as the initial charter for the SIG
- selection of the SIG chairs

4. Further preparation duties

- *who will do what?*
- #1 Getting the Géant mandate (new chairs)
- #2 Tentative date and venue of the 1st SIG meeting (new chairs)
- #3 *One more decision (responsible person)*