

# Guidelines for COVESA Community Meetings

## Overview

COVESA Community Group meetings (Expert Groups, Projects, and Birds of a Feather) should follow the general rules and guidelines outlined here.

## Add Meeting to the [Community Calendar](#)

As COVESA is an Open organization, all weekly group meetings should be posted on the [COVESA Community Calendar](#) with information as to how to join the meeting (zoom, phone, etc..) To subscribe to this calendar, follow the instructions [here](#). If your meeting is not on the calendar, please add it. If you need write access please contact the [Community Director](#)

## Have an agenda

All meetings should have an agenda. It does not have to be complex but should lay out what you plan to cover and at a minimum should have the following elements:

### Current Status

The goal of COVESA groups is typically to advance some form of work product that is useful to and used by the COVESA Community (e.g. Specification, Code, White Paper, Document...). As such each week, there should be a status of progress made/where you since the previous week. This section typically should be fairly quick (15 minutes or less) and could be a walk through a Kanban board or previous action items.

### Topic at Hand/Plan for Today

There is typically a core topic of discussion or advancement that will take up the majority of the meeting. It could be use case creation or review, technology overview/assessment/discussion, GitHub issues, GitHub pull requests or anything else that makes sense to the group.

### Plan for Next Meeting

What is the plan for the next meeting? What action items are assigned/taken for next meeting?

## Take Notes

COVESA requires notes for each meeting. Notes help ensure common understanding of the meeting. They also inform those who were not present as to what happened in the meeting.

Notes should include the following:

- date/time
- venue
- who was in attendance
- what was the agenda
- what decisions were made
- action items.

They should generally be in summary form versus high detail, unless the detail is critical, and align with the agenda. Notes should be accessible from the group's wiki page. In most cases, it makes sense to post them on a subpage of the group's wiki page.