Template for WG charter

Scope & Objectives

Narrative text that should result in a common understanding of:

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

Deliverables & Timeframe

Narrative or bulleted text describing the tangible outcomes of the working group.

The timeframe for activities and producing deliverables should also be included in this section. Included should be a sunset date for the group (the date WG will end and announce the WG deliverables/accomplishments).

Meeting Times & Communication Channels

Note that following current best practices within Samvera, interest and working groups should use an existing communication channel unless and until it becomes clear that a dedicated channel is needed. This section should specify which existing channel(s) will be used: e.g., samvera-tech, samvera-partners, samvera-community@googlegroups.com. When using a shared channel, individual working groups should start the subject line with their name in [], such as [archives] for the Archives Working Group. If and when a dedicated channel is needed, the new channel should be well publicized and open to any interested subscribers/participants in the community.

Members

Note that Working Groups must have participants from three different Partners. All members of a working group producing software must be licensed Samvera contributors covered by the appropriate CLAs. Other types of contributions such as requirements, design, best practices, documentation, etc. do not require CLAs but participants should accept that the materials to which they contribute may be released under a Creative Commons Attribution 4.0 International License.

- facilitator’s name here, facilitator (facilitator’s institution here)
- your name here (your institution here)

Resources

- helpful links

Meeting Notes

- list of links
- or table of meeting notes