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