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Software Engineering
Secretariat: CANADA (SCC)

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1999/04/16

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Note

**MEETING MINUTES
ISO/IEC JTC1/SC7 - TENTH PLENARY MEETING
JOHANNESBURGH, SOUTH AFRICA
MAY 25-29, 1998**

FIRST SESSION OF THE PLENARY MEETING

Monday 1998-05-25

1. Opening of the Meeting

Dr Clifford Johnson, Director of the South African Standards Bureau (SABS), opened the 11th Plenary Meeting by welcoming the participants and by wishing them a productive meeting.

2. Chairman's Remarks

Mr. François Coallier, new Chairman of ISO/IEC JTC1/SC7, on behalf of the delegates, thanked Mr. xxxx and the South Africa Member Body for hosting the 1998 Plenary Meeting. He also thanked Mr. Xxxx for his warm welcoming words. He then invited Prof. Alastair Walker to go over the meeting logistics.

3. Meeting Logistics

Prof. Walker, Head of Delegation for South Africa, reviewed for the delegates the logistics of the meeting.

4. Roll Call of Delegates

“P” Members represented:

Australia, Brazil, Canada, Czech Republic, Denmark, Finland, France, Germany, Ireland, Israel, Italy, Japan, Korea, Netherlands, South Africa, Spain, Sweden, United Kingdom, United States

“O” Members represented:

None were present.

ISO/IEC JTC1/SC7 Conveners:

WG2, WG4, WG6, WG7, WG8, WG10, WG11, WG12, WG13, SWG1, SWG2

Liaisons:

ISO/TC176/SC2, CEN/TC11, ISO/TC20, JTC1/SC32, ESI, EIA-CDIF, NATO, OMG.

One hundred and twenty four (124) delegates attended the plenary meeting (see 07N1937).

5. Appointment of Drafting Committee

The following delegates were appointed to the Drafting Committee:

Mrs. Cheryl Jones (USA)
Mr. J.N. Drouin (Secretariat)
Mr. Sumio Oda (Japan)
Mr. Hans Daniel (Germany)

6. Adoption of the Agenda

The agenda (see 07N1859) was approved.

7. Report of the Secretariat

The Secretary summarized the key items of the Secretariat report (SC7 N1935R). The Secretary also indicated that the Secretariat would not produce Secretariat reports anymore but instead would maintain the same information on its web site, as per JTC1 directives.

8. Other Reports

No other reports were tabled. Member Bodies reports are in Annex C.

9. JTC1/SC7 Business Planning Group Report

The BPG rapporteur, Mr. Thierry Bergier, Head of Delegation for France, read the Business Planning Group Report (Annex B).

10. Meeting Schedule

See Annex A.

11. Meeting Closure

Mr. Coallier offered his best wishes to all working groups encouraging them to progress their documents at the best possible pace. He then adjourned the plenary meeting.

SECOND SESSION OF THE PLENARY MEETING

Friday 1998-05-29

13. Opening Of The Meeting

Mr. François Coallier opened the meeting at 13:00 on Friday May 29th 1998.

14. Roll Call Of Delegates

“P” Members represented:

Australia, Brazil, Canada, Czech Republic, Denmark, Finland, France, Germany, Ireland, Israel, Italy, Japan, Korea, Netherlands, South Africa, Spain, Sweden, United Kingdom, United States

“O” Members represented:

None were present.

ISO/IEC JTC1/SC7 Conveners:

WG2, WG4, WG6, WG7, WG8, WG10, WG11, WG12, WG13, SWG1, SWG2

Liaisons:

ISO/TC176/SC2, CEN/TC11, ISO/TC20, JTC1/SC32, ESI, EIA-CDIF, NATO, OMG.

15. Reports from Working Groups

See Annex D

16. Nomination/Confirmation of WG Conveners

See Resolutions 512 and 513 in 07N1939.

17. Review of Liaison Requirements

See resolutions 530-535 inclusive in 07N1939.

18. Subsequent meetings - location and date

JTC1/SC7 meeting schedules include:

WG	Start Date	End Date	City	Country
02	1998/10/26	1998/10/30	Pisa	Italy
04	1998/11/16	1998/11/20	Washington, DC	United States of America
06	1998/11/23	1998/11/27	Sydney	Australia
07	1998/11/09	1998/11/13	Curitiba	Brazil
07	1999/03/23	1999/03/27	Tel-Aviv	Israel
08	1998/11/09	1998/11/13	Curitiba	Brazil
09	1998/10/26	1998/10/30	Tel Aviv	Israel

WG	Start Date	End Date	City	Country
10	1998/10/19	1998/10/23	Vancouver	Canada
10	1999/03/23	1998/03/27	Tel-Aviv	Israel
11	1998/10/26	1998/10/30	Kumamoto	Japan
12	1998/11/02	1998/11/06	London	United Kingdom
13	1998/11/09	1998/11/13	Kaiserslautern	Germany
13	1999/03/23	1999/03/27	Tel-Aviv	Israel

JTC1/SC7 future plenary meetings are planned for:

Year	City	Country	Date
1999	Curitiba	Brazil	May 24-28, 1999
2000	Madrid	Spain	May 2000
2001	Nagoya	Japan	May 2001

19. Other Business

None

20. Approval of Resolutions and Statement of Results

The resolutions presented at the Ninth Plenary meeting of JTC1/SC7 as given in document SC7 N1939 were reviewed and, with the exception of a few typos and minor changes, were approved unanimously.

WG6 convener requested all Member Bodies to ensure proper classification of their comments. It has been WG6 experience that some editorial comments are at times classified Technical High.

21. Adjournment

There being no other business, the Chairman adjourned the Eleventh Plenary meeting of JTC1/SC7.

Annex A Meeting Agenda

07N1859

**JTC1/SC7 PLENARY
JOHANNESBURGH, SOUTH AFRICA
MAY 25-29, 1998**

Location: Indaba Hotel, Hartbeespoortdam Rd, Witkoppen, Johannesburg
Please refer to SC7 N1834 for further details

Note: SC7 Advisory Group meeting and Business Planning,
Sunday May 24th, all day

WEEK SCHEDULE AT A GLANCE

05-24	09:00 - 11:30 Advisory Group	13:00 - 17:00 Advisory Group	18:00 - 21:00 Advisory Group (if necessary)
05-25	1st Session of Plenary + WGs 2, 4, 6, 7, 8, 10, 11, 12, 13	WGs 2, 4, 6, 7, 8, 10, 11, 12, 13	
05-26	WGs 2, 4, 6, 7, 8, 10, 11, 12, 13	WGs 2, 4, 6, 7, 8, 10, 11, 12, 13	
05-27	WGs 2, 4, 6, 7, 8, 10, 11, 12, 13	WGs 2, 4, 6, 7, 8, 10, 11, 12, 13	
05-28	WGs 2, 4, 6, 7, 8, 10, 11, 12, 13	WGs 2, 4, 6, 7, 8, 10, 11, 12, 13	Advisory Group
05-29	WGs 2, 4, 6, 7, 8, 10, 11, 12, 13	2nd Session of Plenary	

DETAILED SCHEDULE

SUNDAY, May 24th 1998

17:30 - 18:30 Delegates Registration (to be confirmed)

MONDAY, May 25th 1998

08:00 - 09:00 Registration

09:00 - 10:30 First Session of the Plenary Meeting

1. Opening of the meeting - 09:00 hrs
2. Chairman's remarks
3. Meeting Logistics
4. Roll call of delegates
5. Appointment of drafting committee
6. Adoption of the agenda
7. Report of the Secretariat (to be issued the 2nd week of March)
 - 7.1 Status Report
 - 7.2 SC7 Project Information
8. Other Reports (please notify the Secretariat)
9. SC7 Business Planning Workshop Report
10. JTC1/SC7 Advisory Group Report
11. Review of Meeting Schedule
12. Meeting Closure

TUESDAY TO THURSDAY, May 26-28th 1998

Working Group meetings

Business Planning Group meetings (as required)

THURSDAY, MAY 28th 1998

18:00 - 21:00 Second Session of the Advisory Group meeting

FRIDAY, MAY 29th 1998

09:00 - 12:00 Working Group meetings

13:00 - 14:30 Second session of the plenary meeting

13. Opening of the meeting
14. Roll call of delegates
15. Adoption of the agenda
16. Reports from Working Groups:
 - 16.1 WG2 - Mr. Johnson
 - 16.2 WG4 - Mr. Vollman
 - 16.3 WG6 - Prof. Azuma
 - 16.4 WG7 - Mr. Singh
 - 16.5 WG8 - Mr. Magee & Mr. Phippen
 - 16.6 WG9 - Mr. Kiang
 - 16.7 WG10 - Mr. Dorling
 - 16.8 WG11 - Mr. Pidcock
 - 16.9 WG12 - Mrs. Morris
 - 16.10 WG13 - Mr. McGarry
 - 16.11 OWG1 - Mr. Voldner & Tripp
 - 16.12 OWG2 - Mr. Rout
17. Nomination / Confirmation of WG Convenors
18. Review of liaison requirements
19. Approval of resolutions and statement of results
20. Subsequent meetings - location and date
21. Any other business
22. Adjournment

ROOM ALLOCATION

(To be published later)

Annex B Rapporteur Report

1. Opening of the Meeting and Chairman's Remarks

Mr. François Coallier, Chairman of ISO/IEC JTC1/SC7, welcomed the delegates.

The Chairman requested that the delegates try to table any contentious issues for discussion during the plenary week so that the meeting will be able to finish on time and cover the agenda.

2. Roll Call of Delegates

18 P Members represented:

Australia, Brazil, Canada, Czech Republic, Finland, France, Germany, Ireland, Israel, Italy, Japan, Korea, Netherlands, South Africa, Sweden, United Kingdom, United States of America

ISO/IEC JTC1/SC7 Convenors: WG2, WG4, WG6, WG7, WG8, WG10, WG11, WG12 and wG13.

3. Appointment of the AG Rapporteur

France offered the services of Thierry Bergier as rapporteur for the AG meeting.

4. Approval of Agenda

The agenda of the AG meeting as published in document SC7 N1897 was approved as is.

5. Presentation from SC7 Chairman to the upcoming JTC1 Plenary

Mr. Coallier went over the presentation he will be giving at the upcoming JTC1 plenary (presentation will be attached to the final minutes).

Two key points are worth mentioning here:

- SC7 activities are expected to move from a development to a maintenance mode, starting in 2000.
- Maintaining/improving standards architecture
- Maintaining/improving vocabulary, cohesiveness and consistency
- Managing effectively additions or consolidation of product line
- Plan for next period
- Execute publication plans
- Finalize framework
- Initiate architectural analysis
- Push forward the vocabulary work
- Contribute to the IEEE 1999 Software Engineering Standards Symposium

While discussing the WG9 joint activities with IEC TC56, it was noted that there is a need to define generic criteria on creation of joint working groups vs. liaisons. WG9 will be asked to provide its experience to that effect.

6. TC 176 Liaison

Mr. Winograd went over a presentation describing the current status and the future of the ISO 9000 series. (Presentation will be attached to the final minutes).

He invited SC7 to review the current WDs of the 9001 and 9004. An ad-hoc expert group chaired by Mr. Winograd will do this this week. Going forward, this group will be mandated to come with SC7 positions on the upcoming CD ballot for these standards.

7. Review of SC7 Program of Work

The secretary provided a high level review of the last 12 months activities:

- 11 DIS/DTRS progressed to IS/TR
- 13 CDs/PDTRs progressed to DIS/DTR
- 8 WDs progressed to CD/PDTR
- 2 New Work Items were approved:
 - Software Measurement Process Framework
 - Software Engineering Environment Services

Each WG convenor reviewed his/her program of work, current status and plans. (Reports from each WG will be attached to the final minutes.)

While reviewing each convenor report, the following issues were raised:

- proposal tabled to split 9126-2 in 9126-2 (external metrics) and 9126-4 (quality in use).
- discussion around the JTC1 procedures highlighted the need for the SC7 Chair/Secretariat to clarify a number of procedural issues. The SC7 Chair reminded the group that any changes in the SC7 work program must first be approved by SC7, prior to progressing them through JTC1 procedures.
- An ad-hoc group headed by Mr. Andy Coster was created to look at how to reach a consistent process description within the three standards 12207, 15504 and 15288. This group will have the following objectives :
 - map a schedule for a consistent set of these 3 standards
 - management mechanism to achieve that schedule
 - identify technical interactions between the three standards
- It was noted that SC33 has problems establishing its SC infrastructure. One of their contingency options would be that three of its WGs (namely number 4, 5 and 7) could be transferred over to SC7. The UK has circulated a position paper on that matter (to be attached in the final minutes).

8. Other Liaisons

It was noted that the C liaison between OMG and WG11 has been accepted and that JTC1/SC1 (Terminology) has resource issues.

9. Status/Plan from SWG on Vocabulary

Mr. Terry Rout gave a status on this special working group on vocabulary that was created at the SC7 plenary last year. A call for participation and contribution was sent. No contributions were submitted. Only three countries offered to participate.

10. Status of the OWG on the Revision of 12207

Mr. Doug Thiele described the status of the OWG on the revision of 12207 (presentation will be attached to the final minutes).

Procedural issues were again raised and will be addressed by the Chair and Secretary as mentioned before.

Issues related to 12207/15504/15288 have been mentioned in point 7 above.

11. Management Workshop

Mr. Leonard Tripp went over a presentation on how the IEEE is planning to manage its collection of standards, as an example for SC7 (presentation will be attached to the final minutes).

He covered a proposed resolution for title convention for the SC7 standards and technical reports.

Mr. Jim Moore was invited to present a possible organization of the JTC1/SC7 standards collection, based on his recent work in this area.

12. Meeting Closure

The meeting was adjourned until Thursday at 6pm.

Annex C Member Bodies Activity Reports

ITALIAN ACTIVITY REPORT

The Italian interest in the SC7 standardization activities is and remains very strong.

During the past year, several Italian delegates have contributed to the work taking place in WG2, WG6, WG9, WG10 and WG12, promoting activities, standards and proposals of SC7 to the industry and to the public sector.

All the Italian working groups acting as regional SC7 counterpart, inside “Uninfo 1/7”, the National Body’s Committee for systems engineering and quality, have participated to the development of several standards and proposals, attending to the meetings and discussing and voting in favor of many balloting papers.

Cselt is still supporting WG12 with an FTP server ensuring access control to the working documents.

Uninfo and other Italian organizations, like Finsiel Sogei IEL/CNR and Cselt, have organized and host the joint meeting of WG10/WG7 OWG, in beautiful Venice, the past meeting of WG12, in Turin, and the fall meeting of WG6, in Rome.

Italy is planning to host the next October meeting of WG2 in Pisa.

Annex D Convenor Reports

Working Group 2

1. IS 6592 (PROJECT 07.03.02)

The FDIS had been forwarded to the ISO CS, but no information had been received about publication, The Convener had requested the SC7 Secretariat to enquire about the delay.

2. PROCESS INFORMATION PRODUCTS (DOCUMENTATION)

(PROJECT 07.03.39)

Mr G. Jackelen reported that the US Member Body had decided to withdraw from the project editorship of this project. WG2 agreed to raise a resolution to the SC7 plenary to request the Japan NB to try to find an alternative project editor. the resolution would also request that if they were successful, that the project be re-planned to take account of the fact that the US NB had not yet been able to produce a WD.

3. SOFTWARE USER DOCUMENTATION PROCESS

(PROJECT 07.03.40)

The Project Editor, Mr Phil Cohen, tabled document JB-1 which incorporated all the comments submitted on JTC/1 SC7 N1901 together with the proposed disposition. The document was discussed and revised in accordance with member's comments. The Project Editor was requested to produce a revision of the FCD 15901 which incorporated the agreed revised text. This document would be sent by the Project Editor to the SC7 Secretariat for circulation and ballot as an DIS to Member Bodies.

4. BSi DOCUMENTATION STANDARDS

Ken Johnson reported that BSi had given verbal approval for the two standards to be used for preparation of an ISO standard. Mr Richard Hodgkinson agreed to act as either Project Editor or Joint Project Editor depending on discussions with Mr D.Dresner (who was not able to attend the meeting) if the new work item was approved. It was agreed that a NWI proposal be prepared for SC7, but that it could not be submitted to the SC7 Plenary for approval due to the 30 day rule. It could however be circulated by the Secretariat after the Plenary for NB approval and ballot.

5. WG2 PRODUCT PLAN

The WG2 Product Plan was reviewed and updated. The revised plan reference is WG2 N.260.

6. FUTURE MEETINGS

The Convener said that WG2 had received a kind invitation to hold their Interim meeting next year in Singapore, during October, 1999. The offer was accepted.

Future meetings of WG2 will therefore be held as follows:

WG2 Interim Meeting, Pisa, Italy, 1998-10-26/28

SC7 Plenary/WG2 Meeting, Curitiba, Brazil, 1999-05-24/28

WG2 Interim Meeting, Singapore, 1999-10-xx/xx

7. APPRECIATIONS

Thanks were expressed by WG2 to Mr Jim Moore(USA) for his presentation to WG2 on how the SC7 collection of standards might be represented.

Thanks were also expressed to Mr Sumio Oda and Mr Kazunori Shioya for their presentation to WG2 on S-CALS.

Ken Johnson
Convener, SC7 WG2
1998-05-28

Working Group 4

WG4 reports that:

Attendees represented France, Italy, Japan, Korea, Spain, the United Kingdom, and the United States.

The new project (NP) proposal for a Software Engineering Environment (SEE) was approved by JTC1, with comments received from five NBs. WG4 has developed a comment resolution document and a Product Requirements Document, which will be distributed to SC7. We plan that an initial (partial) WD for this standard will be distributed to SC7 for information this Summer.

WG4 received the ballot results pertaining to our study period activities addressing the feasibility of developing standards in the area of tool compliance. Three NBs provided comments which have been addressed in a Comment Resolution Report. The study period recommended a NP in the area of CM Tool Requirements. A New Work Item Proposal has been developed and provided to the Secretariat for distribution. This NWIP includes a conceptual version of such a standard.

Additional topics discussed included developing a WG4 product plan based upon the structure proposed by Jim Moore, recruiting additional participation for WG4, and models for more structured activities between meetings.

WG4 scheduled its 1998 interim meeting for November 16 - 20 at St. Mary's College, which is outside Washington DC. The 1999 interim meeting is planned for Madrid, and the 2000 interim meeting is planned for Seoul.

Working Group 6

WG6 had a very successful meeting in Johannesburg. As the result, three documents (14598-2, 14598-3, and 14756) will be forwarded for FDIS Ballot, one document (9126-1) for the 2nd FCD ballot, one document (14598-6) for FCD ballot, and one document (9126-3) for PDTR ballot.

As it was decided in Rome that 9126-2 would be divided into new 9126-2 and 9126-4, work was done based on the decision in advanced. The issue to split the 14598-2 was discussed with the SC7 secretariat, and it was clarified that 60 days ballot within SC7 was necessary for this action. The action was initiated.

In order to make the titles of the 9126 series simple and clearer, it was decided that WG6 would propose to change the title of 9126 series as follows.

Common title: Information Technologies - Software Product Quality

Part-1: Quality model

Part-2: External metrics

Part-3: Internal Metrics

Part-4: Quality in use metrics

The next meeting will be held in Sydney in November.

The FCD ballot of 14598-2, 14598-3, and 14756 were closed before the meeting, and they were approved by majority. The revised documents, which reflect the comments with the ballot, and associated comments disposition reports were reviewed at the meeting. It was confirmed that all the comments were disposed properly and no major change was made. Therefore, it was decided that these 3 documents would be forwarded for FDIS ballot after the meeting when re-revised.

The FCD ballot of 9126-1 was also closed before the meeting and approved by majority with 3 negative votes. The revised document, which is made based on the comments with the ballot, and associated comments disposition report were reviewed, and some more editorial changes were made, in order to make the document clearer and more consistent. By considering the size of change, it was decided that the revised document would be forwarded for the second FCD ballot.

Revised 9126-2 and 9126-3 were reviewed and necessary changes were done. As a result, it was decided that the new 9126-2 will be circulated to WG6 members for further review, and 9126-3 will be revised by 6/30 and forwarded for PDTR ballot.

The following meeting plan was discussed and approved.

1998, November:	Sydney, Australia
1999, May:	Curitiba, Brazil
1999, November:	Kanazawa, Japan (Subject for confirmation)
2000, May:	??, Europe (Spain)
2000, November:	??, Czech Republic (Tentative)

Working Group 7

1. Thank you Mr. Chairman and Mr. Secretary.
2. WG7 thanks South Africa and the SABS for hosting the meetings and the hospitality.
3. WG7 met 25-29 May 1998. 25 delegates from 11 countries and NATO liaison were present. They were from South Africa, Australia, Brazil, Germany, France, Japan, Korea, Spain, Sweden, UK, and USA.
4. WG7 had its interim meeting in Brisbane, Australia in November 1997.
5. WG7 has four projects:
 - ISO/IEC 15271, Guide for ISO/IEC 12207:
The guide was completed and submitted for publication.
 - ISO/IEC 14759, Guide on Mockup and prototype:
The guide will be finalized as soon as possible for publication.
 - ISO/IEC 14764, Software Maintenance Standard
Comments on the CD were resolved satisfactorily.
A complete FCD package will be sent to the Secretariat within a month.
 - ISO/IEC 15288, System Life Cycle Processes Standard:
WG7 worked hard on completing the text further.
We expect the draft from the next WG7 meeting in Nov 98 to be ready for CD-R.
6. WG7 has an OWG on Development of Project Requirements for the Revision of 12207.
 - The OWG held its meetings during this Plenary.
 - Several drafts of the requirements were produced during the week and a final document was provided by the OWG to WG 7 (N212).
 - Material which has been collected as the basis for a New Work Item proposal was also collated for use by WG 7 (N208).
 - The work of the OWG has finished.
7. WG7 submitted four resolutions to SC7:
 - 1) To thank Mr. Doug Thiele of Australia for serving as editor of the 12207 Guide.
 - 2) To thank Mr. Doug Thiele of Australia for serving as convener of WG7/OWG.
 - 3) To thank Mr. John Harauz of Canada, Dr. Hans Daniel of Germany, and Dr. Nigel Bevan of the UK for hosting workshops on safety, security, and human factors topics in 15288.
 - 4) To thank Dr. Jerry Lake of the United States for serving as acting co-editor of 15288 during this Plenary.
8. WG7 decided to meet in Curitiba, Brazil on 9-13 November this year. Thank you Brazil and Cristina Machado for the invitation.
9. Six members of WG7 will meet with WG10 on 22-26 March 1999 in Jerusalem.
10. WG7 adjourned at 10:30 AM today.

Raghu Singh
Convener

Working Group 8

The major purpose of this meeting was to work on the **Project Management (SPM) Project 07.27.02.** in order to advance this document to a **CD – PDTR.**

Eight members attended the meeting representing Australia, Canada, France, Japan, South Africa, and the United States. See attached attendance list.

Following is the status of the projects assigned to WG 8 and other meeting high lights.

Software Configuration Management (SCM) Project 07.23

This project is now complete as a type 1 technical report. This document will be published by ISO/IEC by the end of August, 1998.

Project Management (SPM) Project 07.27.02.

In the first quarter of 1998 working draft 1.0 was released to WG 8 member countries. At this meeting official comments on version 1.0 was received from Australia, Canada, Japan, the United States. Unofficial comments were received from France and South Africa. From these comments the following major improvements were agreed to for the next revision of the document.(Version 1.1). These major improvement are:

- The document will not exceed 50 pages in length and the core sections will not exceed 25 pages.
- The report will be in the passive style of writing
- The document scope will be changed to reflect the initial scope of the project as defined in document JO 0005
- All definitions will be checked to insure they are complete, clear and concise.
- Information will be provided defining why managing a software project is deferent from managing other types of projects.
- Section 4.1 will express a clear deference between SPM and PM
- Section 4.2 of the document will become the key section of the document.
- Section 4.3 will become an annex
- Section 5 will be removed.
- Annex C will be eliminated.
- The document will include the mappings of 12207 to PMBOK and ISO 10006. This information will be in the form of separate tables in annex C.
- Tables in section 4.3 will be eliminated.
- Only unique software project advise will be retained

All other comments on version 1.1 were resolved to the satisfaction of the originating body. The updating of the document will be complete by July 10,1988 and released to the SC 7 secretary for release to SC 7 member countries for balloting as a PDTR. Comments will be available prior to the next meeting of WG 8 in Brazil.

Other High Lights:

Category C liaison -- Open Action Item

The Convenor should take whatever actions are necessary to establish Category C liaison with the Project Management Institute (PMI) and SC7 WG 8.

Meeting With Working Group 7

A meeting with Working Group 7 was held to exchange information on the upcoming meeting in Curitiba, Brazil and to explore the interface issue concerning supporting process for the upcoming update of 12207.

Working Group 8 Web Page

A work statement was prepared on the requirements and construction of a Web page for Working Group 8. Alstair Walker will be the project manager for this task. **Open Item**

Document Log

Following is the document log for this meeting. If any one want copies of the document (Paper copies only) they should contact Stan Magee.

Number		Subject
WG8JO	1	Canada Comments on (SPM) Project 07.27.02. Version 1.0
WG8JO	2	Australia Comments on (SPM) Project 07.27.02. Version 1.0
WG8JO	3	Japans Comments on (SPM) Project 07.27.02. Version 1.0
WG8JO	4	USA Comments on (SPM) Project 07.27.02. Version 1.0
WG8JO	5	(SPM) Project 07.27.02. Scope statement
WG8JO	6	Information on November meeting Curitiba, Brazil.

Next Meeting

WG 8 interim meeting is scheduled for November 9 – 15, 1988 in Curitiba, Brazil.

Submitted by

Stan Magee
WG 8 Co-Covenor

Working Group 10

WG10 has been resolving DTR ballot comments on 15504-5. The ballot closed on 1 May 1998. It is expected that 15504-5 might be forwarded for publication in November 1998.

WG10 has been contributing to the work of WG7/OWG on the requirements for the revision of 12207.

WG10 members have attended the group established by SC7 to look at the definition and development of a common process definition activity. The WG10 convenor has also attended a session of WG7 at the invitation of WG7 convenor to discuss joint working on a process framework and has also meet jointly with the convenors of WG7 and WG13 on this subject.

WG10 has also been looking at concepts for transitioning TR 15504 to an IS, has considered a C liaison request from SUGaR and had a presentation on a potential proposal to raise an amendment on TR 15504-2 for acquirer processes within the current scope of project 7.29.

WG10 has been trying to align a joint meeting schedule with WG7 and WG13 for 1999.

WG10s next two meetings are:

- 19 - 23 October 1998 Vancouver, Canada
- 22 - 26 March 1999 Israel

Working Group 11

1. WG11 would like to thank the Japanese National Body for promoting and support in the use of CDIF standards in industry experiments.
2. The CDIF Overview document added an informative reference to ISO/IEC 12207 for definition of the software life cycle.
3. Substantial progress was made in the advancement of 4 standards. Comment resolution was conducted on these 4 documents with a total of 228 comments being processed:
 - 75 comments on High Level Petri Net Standard
 - 75 comments on CDIF Framework
 - 64 comments on CDIF Overview
 - 14 comments on CDIF to PCTE Mapping
4. Significant progress was also made in eliminating all redundant information that appear in multiple CDIF standards documents.
5. Reviewed the progress made by the Mapping of Modeling Languages Study Period initiated by 07N1764 at the Walnut Creek Plenary in 1997. An interim report has been produced (SC7/WG11/N086).
6. Initiated a WG11 Business Plan to define the future activities of the Working Group, and identified the major elements of this plan.
7. The next meeting of WG11 will be hosted by the IPSJ/ITSCJ (on behalf of JISC) and the Japanese members of WG11. The meeting will be held in Kumamoto, Japan, on October 26-30, 1998. Preliminary travel information has been provided by Mr. Tadaumi (see JOH-046).
8. WG11 supports the UK contingency plan regarding disposition of SC33 Working Groups. Of particular interest to WG11 is the ODP Enterprise Languages and Data Type Repository work.
9. The EIA/CDIF "C" Liaison plans to circulate its CDIF OMG IDL Bindings Interim Standard to SC7 Member Bodies for comment with the possibility of submitting this document for Fast-track processing at a later date.
10. There are several Project Editor and Document Editor roles that need to be filled to complete the WG11 program of work. The WG11 Convenor will request National Body delegations to offer candidates to perform these roles.
11. We reviewed the project schedule (JOH-55) and confirmed the adjusted schedule provided to the SC7 Secretary earlier this week. State/Event Modeling and Presentation Location and Connectivity will be distributed for CD ballots this summer.

Working Group 12

Working Group 12 met for the 8th time at the May Plenary Meeting in Johannesburg, South Africa from 25 to 29 May, 1998.

WG12 successfully completed all tasks on the agenda. Sixteen(16) experts from eleven (11) national bodies (UK, South Africa, Netherlands, Germany, USA, Australia, Italy, Finland, Japan, Canada and Ireland) attended the meeting.

Pam Morris (Australia) convened the meeting. Martin D'Souza (Australia) was the secretariat.

Work Plan

The topics for discussion at the meeting were the :

- review and resolution of comments on the latest working drafts of the 4 sub-projects (Parts 2,3,4 & 5) of the Functional Size Measurement standard (Project 7.31).
- review the status of each project compared to their project plan.
- determine the readiness of :
 - Project 7.31 Part 2 for registration for CD ballot.
 - Project 7.31 Part 3 for registration for PDTR ballot.
 - Project 7.31 Part 4 for registration for PDTR ballot.
 - Project 7.31 Part 5 for registration for PDTR ballot.
- review and refine strategies to improve the productivity of the development of the 4 sub-projects
- review methods of communication and distribution of documents within WG12 via the WG12 list server.

Results

As a result of the meeting discussions it was decided :

- WG12 will request SC7 to register Project 7.31 Part 2 for ballot as a Committee Draft (CD) at this plenary meeting.
- WG12 will request SC7 to register Project 7.31 Parts 3, 4 and 5 for ballot as a Preliminary Draft Technical Report (PDTR) at this plenary meeting

The draft version of the minutes from the five day meeting will be made available on the WG12 list server.

Planned Meetings

The next interim meeting of WG12 will be hosted by the UK National Body in London from November 2nd to 6th 1998.

The next plenary meeting of WG12 will be in Brazil , June 1999.

The following interim meeting of WG12 will be held in Australia in November 1999.

WG 12 expresses their appreciation of the National Body of the South Africa (South Africa Bureau of Standards) for hosting of this meeting.

Pam Morris
WG12 Convenor
28 May 1998

Working Group 13

Purpose

The purpose of this report is to provide a summary of the activities and accomplishments of WG13 - Software Measurement Processes during the Johannesburg plenary meeting.

WG13 Activity Report

WG13 held its first meeting in Johannesburg, South Africa, 25-29 May, 1998. Participants included representatives from Australia, Canada, France, Ireland, South Africa, Sweden, the United Kingdom, and the United States. (The list of participants is attached).

The objectives for the meeting included finalizing the project requirements for ISO/IEC 15939, progressing the Working Draft of ISO/IEC 15939 to registration ballot, and establishing working relationships both within and external to WG13. WG13 was successful in meeting each of these objectives.

Technical discussions focused on identifying and defining the activities, tasks, and related outcomes within the software measurement process. The 15939 software measurement process model was then defined, as well as the application of 15939 in conjunction with other SC7 measurement related standards and technical reports. The resulting technical approach was used as input to revise the PRD and WD, which will be submitted to the SC7 Secretariat for registration ballot in July, 1998.

WG7 Schedule

Submit WD 15939 to SC7 for registration ballot	July 1998
Final Draft of 15939 PRD	July 1998
15939 CD and FCD Ballot	Dec 1998
DIS distribution	Sep 1999
WG13 Interim Meeting - Kaiserslautern, Germany	Nov 1998
WG13 Interim Editors Meeting - Tel Aviv, Isreal	Mar 1999
WG13 Plenary meeting - Curitiba, Brazil	May 1999
WG13 Interim Meeting - Nantes, France	Nov 1999
IS	Mar 2000

1999 WG13 meetings will be held in conjunction with WG7 and WG10.