

# Taiwan Hackathon Project

## OpenStack

### Meeting Minutes

Meeting Name	Project budget and logistics meeting, Taiwan Hackathon, ITRI, inwinSTACK #5		
Meeting Date	Thr 28-Jan 2016	Meeting Time:	14:00 - 15:30
Minutes Prepared By:	Michael Jenkins	Location:	inwinSTACK offices

#### Meeting Objective:

1. Review event budget and decide the funding scope from government — MJ
2. Platform configuration and set-up — QCT
3. Organizer and sponsorship qualifications — ITRI, MJ, QCT
4. Open topic web site set-up, test, and activation — RL
5. Any other business
  1. Media coverage — QCT, ITRI, inwinSTACK
  2. Event video streaming — MJ, QCT
  3. Post-event party and VIP requirements — MJ, ITRI

#### Attendees:

Michael (MJ), Rico (RL), Jouston (JoH), Anita (AK), Allen (AT), Danny (DC), Lynette (LL), Joseph (JW)

#### Agenda, Notes, and Discussions:

##### Budget

- Budget allocation range between NT\$2mm - \$3mm
- Payment process and cash flow will be processed through CCAT by invoice
- Funding through MOEA (DOIT), ITRI, and III
- May need petty cash for out of pocket expenses (**AK** to qualify)
- After budget spreadsheet review **AK** and **AT** confirmed financial coverage possible for all items
- **MJ** and **RL** will work with TW Hackathon to refine costs and actual budget
- **MJ** will discuss with TF about host involvement and responsibilities

##### Sponsorship

- **JoH** will provide more detail and cost breakdown on host and sponsorship cost levels
- **AT** will review and comment on sponsorship and organizer requirements for NGOs
- **JW**, **DC** and **LL** will provide requirements for marcomm

##### Platform

- DC and JoH provided QCT update and infrastructure requirements and maintenance
- MJ informed QCT that security will not be provided and that they will need to conduct all installation

##### Development objective

- **AT** and **RL** will review development objective and data set

#### Actions:

1. Define sponsorship requirements — **JoH**
2. List activities and needs — VIP gifts and additional prizes
3. Hardware installation requirements, configuration, and demarc — **DC** and **JoH**
4. Petty cash — **AK**
5. Open data — **AT** and **RL**
6. Media coverage — **LL** and **DC**

**Next steps:**

OpenStack Taiwan Hackathon Planning Meeting - Tue 2-Feb 13:00

OpenStack Taiwan Hackathon Government Status Review Meeting — 25-Feb (TBC)

OpenStack Taiwan Hackathon Government Status Review Meeting — 10-Mar (TBC)

**Resources:**

<https://etherpad.openstack.org/p/twosug-hackfest>

<https://drive.google.com/file/d/0B9hI9vAyyx7ASGNwdXppT3VtMk0/view?usp=sharing>