euro-IX

Euro-IX Working Group Charter Template

Scope

The main purpose of this document is to describe the activities of a new working group on [state working group activity]. In particular, it will describe the purpose for which the working group is being set up, the activities that will be carried out and how they will be carried out and timing.

Background & Goal

Give some background information on the activity, why a working group is needed and the working groups goal e.g. a document to explain best practises for this activity

Objectives

Describe the objectives of the working group, what it will do.

Creation of the working group

A call for volunteers will be sent to the Euro-IX mailing list. Over time and during the activities, the group may make further requests to the community for additional people. This will depend on the overall performance and the effort required to get the job done.

First meeting of the working group

The first meeting will be important to kick off the group's activities and it will have the following goals:

- presentation of participants
- chair and co-chair selection
- overview of activities and objectives
- discussion of working methods and tools (ML, Mattermost, Slack, etc.)
- roles in the project
- frequency of meetings
- timelines.

The initial agenda of the meeting will be established in advance by the promoters.

Activities of the working group

Describe the activities of the working group.

Any other objectives or information you'd like to define.

When to close the working group

Describe when the working group will no longer exist, for example if the goal is reached or if the activity is not required any more.