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| **Meeting Details** |
| **Project Name & ID** | FOSS Capacity Building Program Kick Off Meeting |
| **Document Date** |  25 Sep 2017 | **Document ID** | 01\_Kickoff meeting\_FOSSCBP\_21Sep2017\_MoM |
| **Meeting Location** | Dean Office, College of Engineering, SQU |
| **Meeting Date** | 25 Sep 2017 | **Start Time** | 11.00 hrs. -12.30hrs |
| **Advisory Board Members (Attendees)** |
| **Name (Acronym)** | **Affiliation (Acronym)** |
| Hadj Bourdoucen | Dean, College of Engineering (SQU) |
| Dr.Ahmed AlMaashari | Assistant professor, College of Engineering (SQU) |
| Fahad AlSaidi | Senior Project Specialist (ITA) |
| Khalil AlMaawali | Project Executive (ITA) |
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| **Objectives** |
| FOSS Capacity Building Program Kick off Meeting |
| **Summary of Meeting** |
|  **1- FOSS CBP Projects scope can be:**- Needed by local or international market, unique, local customer commitment is not essential, can be international product.- Needed by local market, not necessarily to be unique, with local customer commitment & fund, doesn't have to be international product.- Needed by local market (based on available market analysis), not necessarily to be unique, local customer commitment & fund is not essential but local deploymentopportunity should be available , doesn't have to be international product. (Added by Khalil)**2- Agreed to open in the future Twitter, Github & Portal for the FOSS CBP.****3- Need to assign director for the program. (Added by Prof.Hadj)****4- Need to discuss incentives for resources who will be involved in FOSS CBP. (Added by Khalil)****5- Need to discuss sustainability of FOSS CBP projects. (Added by Khalil)****6- Need to prepare FOSS national policy draft. (Added by Khalil)** |
| **Decisions made** |
| * \* Agreed to assign Khalil AlMaawali as director of FOSS CBP for 2 years period.
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| **Action Items** |
| **Item** | **By Who** | **By Date** |
| Propose projects to be implemented within FOSS CBP |  ITA/SQU | TBD |
| Propose incentives for for resources who will be involved in FOSS CBP | ITA/SQU | TBD |
| Propose sustainability model of FOSS CBP projects | ITA/SQU | TBD |
| Draft FOSS national policy | ITA/SQU | TBD |
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| **Next Meeting** | **Location** | SQU | **Date & Time** |  28 Sep 2017 , 11.00 AM |
| **Recipients** |
| **Name (Acronym)** | **Affiliation (Acronym)** |
| Hadj Bourdoucen | Dean, College of Engineering (SQU) |
| Dr.Ahmed AlMaashari | Assistant professor, College of Engineering (SQU) |
| Fahad AlSaidi | Senior Project Specialist (ITA) |
| Khalil AlMaawali | Project Executive (ITA) |
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| **Send comments to** | Khalil.almaawali@ita.gov.om | **By Date / Time** | 28 Sep.2017 |

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| **Prepared by** | Khalil AlMaawali | **Date** | 25 FebruarySep 2017 |