

Communication

Open Printing WG
(Free Standards Group)

Version 0.10

Document Information

This page provides a sequential record of changes for a multi-page document. All pages shall carry the same revision letter as shown on this page.

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This document focuses on the communication structure for the Linux Open Printing Standards working group.

The information in this document is subject to change without notice.

If updates and changes need to be made to this document, please contact the Free Standards Open Print group chairperson. Currently that is:

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Overview

Logistics-wise, the standards group should have two major goals:

1. Mechanisms to allow for clear and concise communication between the different members. This communication needs to take into account that the group will be composed of different members of the computing industry and from different regions of the globe.
2. Mechanisms to allow progress viewing from a high level to low level, and vice versa, perspective. Processes should be in place to allow small groups to focus on a component and then bring results/questions/issues/etc. back to the main body for review and help.

Communication is based on the organizational structure and decision making process. These are outlined in respective documents (refer to *OP Organizational.pdf* and *OP Decision Process.pdf*).

Communication

General teleconference meetings

This is a weekly meeting mainly devoted to getting updates from the individual component leads. Initially the general assembly of members should participate in helping to establish the component list and its priority. Once established, along with the component leads and component membership, this meeting will be devoted to two activities:

- a. Updates from the component leads on their progress.
- b. Help from the general community to that component group in breaking down roadblocks. This could be in the form of a specific voice-to-voice discussion on component issues and direction. It could also be to help establish new partnership relationships with other components or other parts of the Linux OS areas such as application to driver interface review.

Email Distribution lists

This is the main method of communication within a component group. The lead needs to ensure that ideas are being established and review is occurring. Most likely this will require examples being established that members can rally around for discussion, review, change, etc. A distribution list will be established for each component group. If a group needs to have a voice-to-voice discussion, the component lead needs to work with the LPSB Chairperson to get time on the weekly phone conference.

Website

This method of communication is meant to provide a central repository of documents, diagrams, and other types of information. The website will contain at least the following information:

- a. links to all distribution lists and archives,
- b. downloadable templates for official documentation released by LPSB,
- c. monthly progress reports on the group's advancements and issues,
- d. Mission and Vision statement for LPSB,
- e. Defined schedules for each components activities,
- f. Current membership list and how to become a member,
- g. High level documentation and diagrams on Linux Printing and where the standards focus is being applied.

Summits

This is a face-to-face conference created once a year (?) to allow members to get together and hear reviews on each of the component areas. This would also be opportune times to establish press releases around possible print standard releases. It is also a time to allow new members and interested members get an understanding of what the Free Standards group is about and why printing is an area of focus.