Meeting Coordinator

Minutes for each meeting are owned by the TOC Meeting Coordinator, with Community input welcome. The process is as follows:

- At the start of each meeting the TOC Meeting Coordinator will confirm the owner for the current and following week's meeting management.
- The TOC Meeting Coordinator will:
  - During the meeting:
    - Post minutes directly to TOC Wiki (with minutes to include attendance / quorum information (50%) , top level actions / decisions (including voting), and links to any relevant content)
    - Once the TOC has voted to approve the prior week's minutes, move those to the Archived TSC Meeting Agendas & Minutes
  - Immediately after the meeting:
    - Upload the Zoom recording to the wiki
    - Send minutes (copy/paste) to toc@lists.o-ran-sc.or
    - Add the agenda and minutes template for the following week
      - Copy and paste the current week's, and adjust the date, and any other relevant info
  - In between meetings:
    - Update the agenda for the following week as requests come in via toc@lists.o-ran-sc.org

TOC Meeting Coordinator Rotating Schedule (TOC Voting Members to Coordinate Participation):

Note: If there is a change in the Meeting Coordinator please let the LF team know via email to ensure the appropriate access updates can be completed.

TOC Voting Member Company Assignment for Meeting Coordinator	Q1 -2020 (Jan-March)	Q2 -2020 (Apr-Jun)	Q3 - 2020 (July-Sept)	Q4 - 2020 (Oct-Dec)	Q1 -2021 (Jan-March)	Q2 -2021 (Apr-Jun)	Q3 - 2020 (July-Sept)	Q4 - 2021 (Oct-Dec)
AT&T:	Farheen Cefalu	Farheen Cefalu						
China Mobile:								
Deutsche Telekom:								
Ericsson:								
NTT DOCOMO:								
Nokia								
Orange								
Radisys								
Verizon								