The goals of the DTP consolidation meeting are to:

- Understand and document, from a requirements and use case level, the features which should be part of the first DTP release.
- Understand, at a functional level, the potential contributions from each attending party.
- Propose an architecture for data tooling, taking into account the identified requirements and use cases.
- Propose a consolidation plan in which components of the architecture are provisioned from the potential contributions.
- Understand and document which requirements and use cases, if any, are not covered by potential contributions.
- Document, in the greatest detail deemed necessary and possible within the time frame, the specifics of consolidation, such as actual plug-ins, packages, and classes.
- Propose an initial set of owners for each functional area, at least in terms of company ownership and agreeing to likely number of contributors necessary.
- Based on the consolidation proposal, suggest a project structure for DTP.
- Create an outline document showing possible scenarios for DTP evolution beyond the first release.

To achieve these goals, we will use an agile process, crucially allowing the agenda to be adjusted as seen necessary by the group. As a start, we propose the following agenda for Tuesday:

1. Introductions: name, company affiliation, functional areas, etc.
2. Presentation of goals above and discussion of them if necessary.
3. Requirements and use case collection
4. Discussion about how to proceed: one idea is to design the overall architecture as a group and then break into teams concentrating on specifics functional areas.

In order to keep the meetings on track and relevant for the entire group, we propose the following procedures:

- Discussion and agreement about agenda before proceeding. Agenda formation will occur whenever we complete a current agenda.
- Designation of a scribe for all meetings (including break-out sessions), so that minutes can be collected and distributed to the entire group.
- Items falling outside the agenda will be noted and time for them can be allocated in future agendas.
- A common set of tools and versions should be agreed on, so sharing of documents in and after the meeting can occur without problems. At a minimum, we should agree to a word processor and UML tool.

Questions:

- It might be nice to keep the DTP newsgroup updated with daily status reports?
- If we update the newsgroup, should we also publish pending drafts for community commentary?
- Do we need to specify a decision process, or rely on group consensus?