Meeting Minutes for GIO Operation Team Monthly meeting in Feb

Time & Date: March 1st, 2021, 9:00-10:00 PM (CST)

Key conclusions:

1, **GIO annual work calendar**

- Joann suggested to formalize the name and definition of workshop, webinar and roundtable;
- All agreed to formalize the template of workshop, 2 hours in total, no more 2 topics + 2 minor topics, 5 mins speech + 20-25 mins discussion for each topic;
- **Smart Manufacturing work group**: Yaling send detailed plan of the workshop that will be held in April, during CIMT 2021, the 17th China International Machine Tool Show;
- **Digital health work group**: Digital health industry report has difficult to get the approval from WHO to publish. Martin suggested to position it as a **collaborative paper**, just like the Digital Transformation Architecture Gallery Whitepaper that GIO released 18 months ago. Irene to send the previous whitepaper to Joann, Joann to organize another specific meeting to discuss the paper.

2, **The 7th GIO Roundtable**

- An industry leadership council is suggested to be set up, to have better preparation of each roundtable, such as topics and agenda design, guest speakers identification and invitation;
- GIO operation team will have closer and clearer communication with each GIO participant on open discussion's topics and their views before the roundtable.

Attendance

1) Chair: Dr. Che (Haiping) (Coordinator of GIO Operation team, Huawei)
2) Joann O Brien (TM Forum）
3) Stephen Mellor (IIC)
4) Michael Linehan (IIC)
5) Bernard Hunt (5GIC)
6) Martin Creaner (Huawei)
7) Yaling Zhou (specialist on Smart Manufacturing, Huawei)
8) Irene Fang (Operator, Huawei)
9) Jin Wang (Operator, Huawei)