Incubator Name: OMAuto Incubator

Date: 05/05/2016, 13:30 (GMT)

Chair: Alan Hameed

Secretary: Elizabeth Rose

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**Meeting Arrangements**

On Site: Kelvin Room, [The Royal Society of Edinburgh Conference Center](http://www.royalsocedvenue.co.uk/" \t "_blank)

Dial In:

|  |  |
| --- | --- |
| Meeting URL | [**https://www2.gotomeeting.com/join/819965834**](https://www2.gotomeeting.com/join/819965834) |
| Meeting Access Code | 819-965-834 |
| **Country + Direct Dial Number** | |
| United States: +1 (213) 493-0008  Argentina (toll-free): 0 800 444 2385  Australia (toll-free): 1 800 191 358  Australia: +61 2 9091 7603  Austria (toll-free): 0 800 080061  Austria: +43 (0) 7 2088 0716  Bahrain (toll-free): 800 81 305  Belarus (toll-free): 8 820 0011 0331  Belgium (toll-free): 0 800 81388  Belgium: +32 (0) 28 08 4372  Brazil (toll-free): 0 800 047 4909  Bulgaria (toll-free): 00800 120 4413  Canada (toll-free): 1 877 777 3281  Canada: +1 (647) 497-9380  China (toll-free): 4008 866154  Colombia (toll-free): 01 800 012 9057  Czech Republic (toll-free): 800 500453  Denmark (toll-free): 8025 0919  Denmark: +45 (0) 69 91 84 58  Finland (toll-free): 0 800 94473  Finland: +358 (0) 931 58 1773  France (toll-free): 0 805 541 052  France: +33 (0) 170 950 590  Germany (toll-free): 0 800 723 5274  Germany: +49 (0) 811 8899 6934  Greece (toll-free): 00 800 4414 4282  Hong Kong (toll-free): 30774812  Hungary (toll-free): (06) 80 986 259  Iceland (toll-free): 800 9993  India (toll-free): 000 800 100 8227  Indonesia (toll-free): 001 803 020 2563  Ireland (toll-free): 1 800 818 263  Ireland: +353 (0) 15 133 006  Israel (toll-free): 1 809 388 020  Italy (toll-free): 800 792289  Italy: +39 0 699 26 68 65  Japan (toll-free): 0 120 242 200  Korea, Republic of (toll-free): 0806180880  Luxembourg (toll-free): 800 81016  Malaysia (toll-free): 1 800 81 6860  Mexico (toll-free): 01 800 123 8367  Netherlands (toll-free): 0 800 020 0178  Netherlands: +31 (0) 208 080 759  New Zealand (toll-free): 0 800 47 0051  New Zealand: +64 (0) 9 974 9579  Norway (toll-free): 800 69 055  Norway: +47 21 04 30 59  Panama (toll-free): 001 800 507 2789  Peru (toll-free): 0 800 55253  Philippines (toll-free): 1 800 1110 1565  Poland (toll-free): 00 800 3211434  Portugal (toll-free): 800 180 139  Russian Federation (toll-free): 8 800 100 6914  Saudi Arabia (toll-free): 800 844 3636  Singapore (toll-free): 800 101 3000  South Africa (toll-free): 0 800 988 836  Spain (toll-free): 800 900 593  Spain: +34 931 76 1534  Sweden (toll-free): 020 794 545  Sweden: +46 (0) 852 500 691  Switzerland (toll-free): 0 800 000 452  Switzerland: +41 (0) 435 0026 89  Taiwan (toll-free): 0 800 666 846  Thailand (toll-free): 001 800 852 2442  Turkey (toll-free): 00 800 4488 29001  Ukraine (toll-free): 0 800 50 4691  United Arab Emirates (toll-free): 800 044 40444  United Kingdom (toll-free): 0 808 168 0209  United Kingdom: +44 (0) 20 7151 1817  United States (toll-free): 1 877 309 2070  Uruguay (toll-free): 000 405 4459  Viet Nam (toll-free): 120 32 148   Access Code: 819-965-834  Audio PIN: Shown after joining the meeting   Meeting ID: 819-965-834   GoToMeeting® | |

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1. Briefly review the finalized charter
2. Get a report from Joel on the GENIVI meetings in Paris
3. Begin work on an outline of what the group wants the incubator output to look like
4. Assign ownership of some of the pieces of the output
5. Refine the timeline with dates/deadlines

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**14:30 – 16:30 Day of the week, DD MMM YYYY**

1. **Roll Call**

<Title>

<Comment>

1. **Call for Scribe**

<Title>

<Comment>

1. **Review and Agree Agenda**

<Title>

<Comment>

1. Briefly review the finalized charter
2. Get a report from Joel on the GENIVI meetings in Paris
3. Begin work on an outline of what the group wants the incubator output to look like
4. Assign ownership of some of the pieces of the output
5. Refine the timeline with dates/deadlines
6. **Review and Agree Previous Meeting Minutes**

<Title>

<Comment>

**HH:MM – HH:MM Day of the week, DD MMM YYYY**

1. **Status of Open Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
| **AI** | **Responsible** | **Description** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**HH:MM – HH:MM Day of the week, DD MMM YYYY**

1. **Briefly review the finalized charter**

<Title>

<Comment>

<Title>

<Comment>

**HH:MM – HH:MM Day of the week, DD MMM YYYY**

1. **Report from GENIVI meetings in Paris**

<Document Name>

<Source>

<Comment>

<Document Name>

<Source>

<Comment>

**HH:MM – HH:MM Day of the week, DD MMM YYYY**

1. **Begin work on an outline of what the group wants the incubator output to look like**

<Document Name>

<Source>

<Comment>

<Document Name>

<Source>

<Comment>

**HH:MM – HH:MM Day of the week, DD MMM YYYY**

1. **Assign ownership of some of the pieces of the output**

<Document Name>

<Source>

<Comment>

1. **Planning for Next Meeting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From: Date/Time** | **To: Date/Time** | **Type** |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**HH:MM – HH:MM Day of the week, DD MMM YYYY**

1. **AOB –** as time permits

<Title>

<Comment>