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| Title: | **Kick-off Meeting** |
| Source: | TIA |
| Contact: | Cheryl Blum, Vice President, Technology and Business Development CBlum@tiaonline.org |
| Abstract: | In a companion contribution, TIA proposed some amendments to the time-line, which introduces meeting 4A. This contribution provides input regarding a proposed outline for the kick-off meeting for the initiative and seeks to combine meetings 4 and 4A. |
| Intended Purpose of Document: | 🗹 Decision  🞎 Discussion  🞎 Information |

# Day One 13:30 – 17:00

Signing Ceremony: a by-invitation-only meeting to accomplish the signing of the Agreement;

Announced as a press conference, and press invited;

13:30 Welcome Remarks

13:45 What is M2M?

14:10 What is the problem to be solved?

14:30 Scope and Objectives of oneM2M

15:00 coffee

15:30 Supporting statements from Partners

16:15 Ceremonial Signing and Photo Opportunity

16:30 Questions and Answers

17:00 Closing Remarks

18:00 Reception

# Day Two 08:30 – 12:00

Final meeting of this formulation group;

Tie up all looses ends and formally hand-off to the Steering Committee;

Needs Agreement on at least:

* Members of Steering Committee
* Convener of Steering Committee
* the procedures for operation of the Steering Committee

# Day Two 13:30 – Day Three 17:00

First meeting of the Steering Committee;

* Agree on provision of secretariat function for first year
* Agree on a process to develop a budget for subsequent years
* Identify Members admitted by Partner 1
* Plan first meeting of Technical Plenary (estimate of number of attendees, meeting date, first and second choice location, etc.)
* Progress Working Procedures