EGI Technical Forum Programme Committee Meeting

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| **Meeting:** | TF12-PC 2ndt Meeting: Agenda |
| **Date and Time:** | 8 May 2012, 15:00 – 16:00 |
| **Venue:** | Chaired from Amsterdam |
| **Agenda:** | This document |

1. Participants 2

2. Introduction 3

3. ACTION REVIEWS 3

4. ITEMS OF BUSINESS 3

Agenda Item 1 –Progress Report 3

Agenda Item 2 – TF12 Outline Programme 3

Agenda Item 3 – e-Mail to Promote TF12 3

Agenda Item 4 – PC Membership List 3

Agenda Item 5 – Keynote Speakers 4

5. AOB 4

6. Dates for Next Meetings 4

7. Actions 4

# 1. Participants

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Surname |  | Organisation | Membership[[1]](#footnote-1) |
| Steve Brewer |  | EGI.eu - Chief Community Officer | Chair |
| Richard McLennan |  | EGI.eu | Sec (Minutes) |
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Apologies:

Verbal:

Via doodle poll:

Not received:

No contact:

# 2. Introduction

* Progress report from SB
* ask if there are any items for AOB

# 3. ACTION REVIEWS

|  |  |  |  |
| --- | --- | --- | --- |
| ID |  | Description and discussion | Status[[2]](#footnote-2) |
| 1.1 | Track Leaders | Track Leaders should provide comments on the proposed descriptions by close of business Wed 25 Apr. |  |
| 1.2 | PC Members | PC members to forward proposals for Keynote speakers by 8 May. |  |
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# 4. ITEMS OF BUSINESS

## Agenda Item 1 –Progress Report

* SB to update the PC on progress with development of track descriptions, TF12 web pages and other initial planning work.

## Agenda Item 2 – TF12 Outline Programme

* Discussion of first draft of high level programme.
  + SB to present Programme
  + Developed in consultation with Track Leaders following refinement of Track descriptions.
  + Invite discussion / comment by PC.
* Track content
  + Next steps for Track Leaders and PC

## Agenda Item 3 – e-Mail to Promote TF12

* Text for promotional email to be circulated amongst PC members.
  + once ready, it will be forwarded to PC for onward dissemination to their contacts.

## Agenda Item 4 – PC Membership List

* Confirmation of membership list - members to check their details on the web page (once it is live): <http://tf2012.egi.eu/>

## Agenda Item 5 – Keynote Speakers

* PC invited to propose candidates/names for Keynote speakers
  + None received to date
  + Can anyone help? Any thoughts for discussion? Themes?
  + Name, Position, relevance, contact information etc.

# 5. AOB

* Any late additions?

# 6. Dates for Next Meetings

* Review timetable and confirm proposed dates and times remain acceptable, specifically so for M3:

|  |  |  |
| --- | --- | --- |
| **Title** | **Date:** | **Purpose:** |
| ~~M1~~ | ~~23-Apr-12~~ | ~~Kick-off~~ |
| ~~M2~~ | ~~08-May-12~~ | ~~High level Outline programme agreement~~ |
| M3 | 15-May-12 | Track Leaders (TLs) Progress report on track content |
| M4 | 22-May-12 | TLs Progress report on track detail and invited submissions. |
| M5 | 29-May-12 | TL report on track content and detail |
| M6 | 12-Jun-12 | 1st cut of Programme |
| M7 | 21-Jun-12 | 2nd cut of Programme |
| M8 | 05-Jul-12 | Track alignment and final cut of Programme |
| M9 | 17-Jul-12 | Final review before Publication |

Note that with the exception of some specific cases as shown above, meetings will normally be set for 15:00 CEST on Tuesday afternoons.

# 7. Actions

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| ID | Resp. | Description | Status[[3]](#footnote-3) |
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Agenda/Minutes prepared by Richard McLennan

Agenda/Minutes Approved Group Chair: Steve Brewer

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1. Member, Observer, in Attendance [↑](#footnote-ref-1)
2. NEW, OPEN, CLOSED, REJECTED [↑](#footnote-ref-2)
3. NEW, OPEN, CLOSED, REJECTED [↑](#footnote-ref-3)