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| Meeting Object | AMB |
| Editor | Catherine Gater |
| Meeting date | 25 August, 2010 |
| Attendees | NA1: Steven Newhouse, Catherine Gater, Rob van der Meer  NA2: Steven Newhouse, Sergio Andreozzi, Rob van der Meer  NA3: Steve Brewer, Gergely Sipos  SA1: Tiziana Ferrari  SA2: Steven Newhouse SA3: Jamie Shiers  JRA1: |
| Apologies | Daniele Cesini |
| Absent |  |
| Distribution | AMB members |
|  |  |

1. Minutes from the last meeting

RM: Minutes uploaded this morning.

No corrections or additions to the minutes.

2. Milestones and Deliverables (as prioritised in RT)

**Milestones**  
  
MS201 Website – can now go to AMB review

MS601 HUC contact points and support model - new version produced in response to comments

MS701 CIC Operations portal work plan – next on the list for completion

MS102 Execution plan - Celine looking at synchronising the PPT information and the master spreadsheet.

ACTION: CG to check on progress

MS203 Dissemination Handbook - move to external review. SN is the moderator. Claire Devereux to review.

MS403 EGI Helpdesk and NGI support units - TF to discuss with Torsten this week.

MS703 Operational tools regionalisation work plan - David Horrock from CERN collecting information on this, information from JRA1 has come through, but draft not yet complete.

MS104 EAC - waiting on ToRs of the other committees

MS105 Quarterly Report is a work in progress (see next agenda point)

MS204 EGI Newsletter issued on 25 August – status updated to PMB review

MS205 Policy area of the website – reviewer needed - ask Per Oster to review this document

Ms206 ToR and composition of policy groups - ask Per Oster to review this document

MS304 User support metrics - review comments to be incorporated into a new draft

MS504 Software repository and plans - waiting for Daniele to come back from holiday

MS704 Roadmap for the maintenance and development of the deployed operational tools – under internal review

MS207 Review of website content – ToC to be uploaded this week now that new web designs have been approved

MS406 Deployment plan – draft in progress

MS505 SLA with a software provide - EMI providing a document for us to review

MS602 HUC software roadmap - mid September is the target, CERN has provided their input

MS603 Services for HEP – now ready for external review.

ACTION: SN to identify reviewers

MS604 Service for the Life Science community - JS chasing with Yannick – a draft is underway, and input from 2 of the 4 contributors is still expected.

MS407 Integrating resources into the EGI production infrastructure – a draft is on its way

PM5 - only 1 milestone to produce

PM6 - only 3 milestones, including the QR2

**Deliverables**  
  
D1.1 Quality Plan and Project Metrics - New version uploaded to the DocDB that includes the metrics.

ACTION: All to provide feedback on metrics by early next week so the document can go to external review

D2.2 Dissemination plan – more complete version will be uploaded now that Dissemination Handbook is completed.

D3.1 UC support process - Draft for external review expected this week, currently in internal review

D5.1 UMD roadmap - Waiting for comments from TF.

D1.2 Gender Action Plan - Erika working on Toc and draft, should have this ready by the end of the week

D6.1 Capabilities offered by the HUCs - Draft will be ready for external review next week.

D2.4 Roadmap for interactions with other DCI projects - Waiting for feedback from EMI

D2.6 Standards roadmap - SA and SN to talk about this tomorrow

3. Quarterly Report

Input received from NA2.3.

NA2.2 and NA3 to send input by end of the day

SA1 – good input collected from SA1 task leaders. NGI reports added to the appendix, almost done in collating the materials and completing the editorial work. The only NGIs missing are: Armenia, Asia Pacific, Cyprus, Denmark, Norway, Sweden and Finland (promised soon). Will submit the overall report written so far. Bosnia-Herzegovena is missing as well as Russia but they are both starting later, in September.

SN: Asia Pacific partners don't need to report via QR or in PPT as they are not funded.

CERN report is also not needed for the QR.

SA2 - has input that just needs to be topped and tailed

SA3 - material provided but future plans and issues sections needs input from NA3.

JRA1 - provided on 3 August

Can now start putting the raw information together.

4. EGI Technical Forum

RM- need more registrations! Has heard feedback that there is nothing attractive for NGIs on the programme from a technical point of view.

SN - will send out the newsletter to the EGI announce list, as a reminder.

ACTION:

All - to add details to the Indico sessions to make them more attractive

All - send CG their top sessions for a press release for the NGIs

Dissemination report:

CG: HPCwire approached for co-marketing opportunities to advertise the event. A brochure, two booth posters and a Use Forum poster and postcards are being designed as well as 2 new banners. Two dissemination sessions planned and a journalist has agreed to participate in one of them. Press conference being planned.

Press releases – are we allowed to issue a press release with the GA being signed? Ask Enric on Monday.

Collaboration Board – SN to send them a reminder as well.

Normal to late registration rate at the end of the month – post this as a news item on the website.

5. AOB

SB – would like to propose a calendar for events that we would like to attend as a project team, available just internally

SN - can modify an existing calendar on Google, see the notes on adding events on the intranet site.

TF – when can we get the USAGE up and running?

SB - UCB Tor should be ready for end of week. The ToR for the USAG is ready so an action plan for getting the USAG up and running will be discussed this week.

Date of Next Meeting: Wednesday 1 September 2010

**Updates from activities**

**NA1/NA2.2**

\* Input on agenda items

None

\* Progress of open actions

92 Clarify the structure of the wiki - content added in QA area and templates, also to NA2.2 pages

\* Progress on Milestones & Deliverables

D1.1 Quality Plan and Project Metrics - Metrics now collated and added to version 2

D1.2 Gender Action Plan - ToC in preparation

MS101 Quality Assurance website with document templates and process - content from quality plan and metrics uploaded to wiki, document ready for review

MS102 Execution Plan - synchronising the spreadsheet with the information in PPT

D2.1 EGI-InSPIRE Presentation - PMB review

D2.2 Dissemination Plan - ToC uploaded, draft for internal review

MS201 Basic website with key collaborative tools - in place, summary document in AMB review

MS202 Project presentation template - comments addressed

MS203 Dissemination handbook - ready for review

\* Major work done during the past week by task

TNA1.1 Activity management

- Execution plan details being compared with PPT information

- PPT timesheets still being reopened on request for first quarter reporting

- Report issued to identify timesheets not completed and circulated to partners

TNA1.2 Project and consortium management

- QR in progress - input from NA2.3, SA3, JRA1 and management

TNA1.4 Quality assurance

- Quality and metrics ready for review

- Quality Assurance website set up on the wiki, now populated with content

- Quality processes fed into QA deliverable, metrics added and document ready for review

TNA2.2 Dissemination

- Joint booth with e-ScienceTalk and EUIndiaGrid at ICT2010, booking for equipment and logos to be sent this week. Conference bags being prepared.

- August Director's Letter in preparation.

- Quarterly Newsletter published on the website

- Website content under review and being populated - more policy pages published.

- Final draft of new logos approved, usage guide completed and added to Dissemination Handbook

- EGI video commissioned by BELIEF being amended in response to comments from the EC

- New designs for the website agreed, being implemented by CESNET.

- Dissemination plan for EGITF 2010 underway - HPCwire approached for comarketing opportunities, brochure, booth posters and Use Forum poster and postcards being designed, 2 new banners being designed. Two dissemination sessions planned, journalist has agreed to participate in one of them. Press conference being planned.

\* Major Events Attended

\* Major Events Planned

- EGITF 2010, Amsterdam

- ICT 2010, Brussels

- SC10 New Orleans

- SciTech 2010, Brussels

**NA2.3**  
  
\* Input on agenda items

- define reviewers for MS205, MS206

- should we attend these events:

ICT 2010: http://ec.europa.eu/information\_society/events/ict/2010/index\_en.htm

ISC 2010: http://www.isc-cloud.com/2010/

\* Progress of open actions

- full documents for milestones MS205 and MS206 ready for review

- reviewed MS304 both Sergio and Damir

- contribution to quarterly newsletter for policy story about group enstablishment

\* Progress on Milestones & Deliverables

- MS205: ready for review

- MS206: ready for review

- MS208: AMB review

- D2.4 Roadmap for interactions with other DCI projects

-- will start working again since tomorrow

\* Major work done during the past week by task

- improved TOR template and applied to existing TORs

- review existing TORs

- started drafting Policy Development Paper (PDP)

\* Major Events Attended

none

\* Major Events Planned

EGI Technical Forum 2010 - Sept 14-17, 2010

OGF 30, Brussels - October 25-29, 2010

SciTech Europe - Nov 23, 2010ACE component and implications of new OLAs on the existing implementation

**NA3**

SB Just returned from three weeks leave.

\* Input on agenda items

\* Progress of open actions

\* Progress on Milestones & Deliverables

GS - Working on D3.1 (version for internal review expected later this week)

GS - Sending MS304 for external review (just came back)

GS - Sending MS601 back for improvement (new version expected this week)

MS301 - User Support contacts - Jamie Shiers moderator, review process complete

MS302 - Training Website - Steven Newhouse moderator, in AMB review until Friday

MS303 - Ported Applications Website - Jamie Shiers moderator, review process complete

QR - in hand, draft to be circulted by end of Wednesday 25th

UCB TOR in hand draft to be circulated by Friday 27th

\* Major work done during the past week by task

TNA3.1: Activity Management

Karolis Eigelis joined the team at the start of the month

Laptop order for Nuno initiated in advance of him join us next month for the Tech. Forum.

SB - instigated weekly Amsterdam UCST meetings on Monday morning at 09:30. Bi-weekly WP3 Task and sub-taks leader meetings on Tuesday mornings.

GS - Participating at Operations Management Board EVO meeting, giving a presentation on VO registration procedure

GS - Instructions to Karolis on User Support Web page analysis, on update of WP3 Wiki

GS - Attending AMB

SB - planning for the TEchnical Forum, specifically the VRC sessions

TNA3.2: User Community & Community Support Team

GS - Processing 3 new VO registration requests

GS - Following up issues with VO registration procedure (updates requested on CIC portal)

GS - Finalising article on AppDB for EGI newsletter

KE - analysis and design of the User Support section of the Website in conjunction with Sara

TNA3.3: NGI User Support Teams

Some more info trickling in

TNA3.4: Technical Services

VO services and process being fine-tuned and starting to be used

Integration of distributed services (AppsDb, Training resources etc.) still need to be better integrated into the CMS

\* Major Events Attended

None

\* Major Events Planned

SDH2010 - Supporting the digital humanities, 19-20 October, 2010, Vienna. Followed by on the 21st October...

NEERI2010 will focus on the technical, architectural and social challenges of building the infrastructure

EGI Tech Forum 2010

**SA3**

\* Input on agenda items

\* Progress of open actions

\* Progress on Milestones & Deliverables

MS601 being re-worked

MS602 "scheduled" for < EGI TF

MS603 sent > 2 weeks ago to SA3 partners for comments (none received). Apart from some formatting details ready to submit

D6.1: V3 recently circulated. In internal review for submission next week.

\* Major work done during the past week by task

\* Major Events Attended

\* Major Events Planned

What remains to be done for EGI TF?