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|  Meeting Object | AMB |
| Editor | Rob van der Meer |
| Meeting date | 8 September, 2010 |
| Attendees | NA1: Steven Newhouse, Catherine Gater, Rob van der MeerNA2: Steven Newhouse, Michel Drescher, Sergio Andreozzi, Rob van der MeerNA3: Steve Brewer SA1: SA2: Steven NewhouseSA3: JRA1: Daniele Cesini |
| Apologies | Tiziana Ferrari, Gergely Sipos, Jamie Shiers |
| Absent |  |
| Distribution | AMB members |
|  |  |

Welcome to Michel Drescher, who joined 1 September as NA2 activity leader.

1. Minutes from the last meeting

No corrections or additions to the minutes.

2. Milestones and Deliverables (as prioritised in RT)

**Milestones**

A whole load in PMB review which we will not discuss

AMB review

MS201 Website – can now go to AMB review

External review (11 documents)

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

Action

SB:

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

SN: will ping Claire to ask for update

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

MS403 EGI Helpdesk and NGI support units.

SB + GS: SN wioll review for GS

MS703 Operational tools regionalisation work plan –

TF moderator.

MS105 Quarterly Report is a work in progress) First pass done, SN: still an issue with some of the contributions: it is not clear what has been done during the quarter. To be discussed on Monday at TF.

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

CG Moderator. SN will contact Per for update.

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

CG moderator, SA + DM review ready

MS504 Software repository and plans –

Daniele moderator, review ready and comments sent to authors, waiting for second draft.

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

TF Moderator, KE reviewer, SB checks with KE

MS603 Services for HEP – now ready for external review.

SN Moderator, KE reviewer, SB checks with KE

being developed

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

ACTION: CG: Idea on speadsheet with information from PPT

MS406 Deployment plan – draft in progress TF

DC Moderator

MS104 EAC - waiting on ToRs of the other committees

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

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

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

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.

PM5 - only 1 milestone to produce

PM6 - only 3 milestones, including the QR2

The peak of Milestones of the beginning of the Project is almost behind us. Such a peak does not come back in the future. There will be an end of year peak in PM11.

**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.CG: Draft available

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

SB: almost ready to go in external review

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

SN: incorporate comments and to PMB later today

D1.2 Gender Action Plan - Erika working on Toc and draft

CG: almost ready for review, send out tomorrow

D2.3 EGI paper, SN: What is EGI-InSPIRE about and what is it going to do. ToC in draft.

 Will be send out to AMB for discussion

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

Moderator KE (SB will ask), reviewer from User Community? (SB)

D2.4 Roadmap for interactions with other DCI projects

SN: first draft sent out this morning with input from all projects, move into review phase.

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

SA: will start today

D4.1 TF starts action on this

999 in RT indicates missing moderator and reviewer. No changes to RT at this moment. Erika can come up with ideas when she get comfortable with the system.

Task leaders Meeting (Mo 13/9 at TF)

* comments to QR
* Programme of TF2010
* Activities in the 6 months after TF
* Comment from Activities Leaders (Question list from CG, Are all tools we provide useful and being used, wiki, mailing lists (RM Run statistic of each mailing list, how many messages/month + MB/month, so frequency and volume ) )
* Structure of UF2011, proposal to have a more paper submission based conference and not to use Indico for it.

5. AOB

Date of Next Meeting: Wednesday 22 September 2010

**Updates from activities**

**NA1/NA2.2**

**NA2.3**

\* Input on agenda items

none

\* Progress of open actions

- drafted MOU for VRC and sent to EMI PD

- MOU for infrastructure in progress

- final draft for PDP (Policy Development Process) sent to SN and got review

- reviewed QR

- policy area of website: added collaborations page "in collaboration" with Sara

- new TORs update

\* Progress on Milestones & Deliverables

MS212 (M8): Ludek from Council is working on it; will engage the French team (Breton & Al.)

\* Major work done during the past week by task

\* 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, 2010

**NA3**

\* Input on agenda itemsTF agenda updated with further details of contributions especially from VRC representatives
All VRC candidates chased and we have increased the number of confirmed attendees to the VRC session(s)GS reviewing and harmonising metrics across milestone and deliverables
GS Induction training: abstract online, speakers confirmed - NGI User support teams: abstract online, most speakers confirmed

\* Progress of open actions

\* Progress on Milestones & Deliverables
MS301 - User Support - Jamie Shiers moderator, review process complete - ready for AMB

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

MS303 - Ported Apps - Jamie Shiers moderator, review process complete - ready for AMB

MS304 - User Support Metrics - further updates received; discussions about alignment with main deliverable - to be moderated/reviewed by Daniele and Karolis

D3.1 - User Support Process - substantial update by GS - now under internal review, further updates received

\* Major work done during the past week by task

TNA3.1: Activity Management

UCB TOR review received
QR updated following review

SB planning for TF

TNA3.2: User Community & Community Support Team

KE updating wiki inc. scratch area for work in progress

KE preparing draft redesign plan for web & wiki for circulation and discussion during TF10

KE reviewing docs

TNA3.3: NGI User Support Teams

GS - fine tuning D3.1

TNA3.4: Technical Services

Planning for the TF

Various discussion docs drafted.

\* Major Events Attended

\* Major Events Planned
EGI Technical Forum 10 - all

DECIDE launch meeting - panel participant - SJB

SDH 2010 - Supporting the Digital Humanities. International Conference, 18-21 October / Vienna

NEERI 2010 - Networking Event for the European Research Infrastructures21 October 2010, Vienna

**SA3**