Minutes CODOC meeting 1-12-2010

Agenda:

1. December newsletter
2. Meeting January
3. AOB

**Newsletter**:

Malgorzata and Marcin have the following suggestions for the contents of the newsletter:

1. Items for newsletter in general

* new approved procedures
* changes in critical tests
* procedures being drafted
* welcome of new ROD teams (changes)
* operations support metrics, <https://documents.egi.eu/secure/ShowDocument?docid=155&version=1>. Metrics for November can be found here:   
  https://documents.egi.eu/secure/RetrieveFile?docid=155&version=1&filename=EGI- Operations\_Support\_Metrics-November10.ods

1. For December issue

* changes in "critical for COD" test naming -> tomorrow the poll will end
* bdii.freshness is operations test as of 1 Dec
* reference place for operations tests created at wiki.egi.eu: <https://wiki.egi.eu/wiki/Operations:Operations_tests>
* new procedures dates "coming into force" should be in last OMB minutes

The newsletter is due to come out in two weeks time. RT will ask for contributions.

**January meeting:**

1. Wednesday January 26th in de morning there will be a CODOC F2F meeting.
2. An agenda will be determined beforehand. Topics could be OLAs, integration of UNICORE etc.
3. Suggestion: Have a meeting on Wednesday January 26th early afternoon with Tiziana about where we are at the moment and where we should be heading. RT will invite Tiziana. Agende will be established beforehand. Everybody agrees that this is a good idea.

**AOB:**

1. RT: Have a monthly meeting?: Everybody agrees. MR suggests to organize it the week before the OMB in order to prepare things. Everybody agrees to that. RT will setup the meetings.
2. VH: Gives an overview of activities deployed in the operational documentation part. People are joining phone confs but there is very little input from them.
3. MK: Asks to have names of COD shifters in the Google calendar. LU: That’s OK.
4. MR: Use EGI jabber for communication