* **Yearly activity plan**
	+ [https://wiki.egi.eu/wiki/EGI-Engage:AMB#Yearly\_activity\_plan](https://wiki.egi.eu/wiki/EGI-Engage%3AAMB#Yearly_activity_plan)
	+ **Deadline**: end of April
* **Dissemination**
	+ [https://wiki.egi.eu/wiki/EGI-Engage:Dissemination](https://wiki.egi.eu/wiki/EGI-Engage%3ADissemination)
* **EGI RT**
	+ I've requested dashboards for simpler links
	+ [egi-engage-amb](https://rt.egi.eu/guest/Search/Results.html?Query=Queue%20%3D%20%27egi-engage-amb%27%20AND%20%28Status%20%3D%20%27new%27%20OR%20Status%20%3D%20%27open%27%20OR%20Status%20%3D%20%27accepted%27%20OR%20Status%20%3D%20%27developed%27%20OR%20Status%20%3D%20%27stalled%27%20OR%20Status%20%3D%20%27feedback%27%29) – for milestones and deliverables
		- please update status according to your work
	+ [egi-engage-amb-actions](https://rt.egi.eu/guest/Search/Results.html?Query=Queue%20%3D%20%27egi-engage-amb-actions%27%20AND%20%28Status%20%3D%20%27new%27%20OR%20Status%20%3D%20%27open%27%20OR%20Status%20%3D%20%27accepted%27%20OR%20Status%20%3D%20%27developed%27%20OR%20Status%20%3D%20%27stalled%27%20OR%20Status%20%3D%20%27feedback%27%29) – for actions after AMB
		- status will be reviewed during AMB meetings
* **AMB google calendar**
	+ Meetings
	+ Deliverables/Milestones
* **Deliverables**
	+ TBD: review template
	+ [https://wiki.egi.eu/wiki/EGI-Engage:Quality\_Assurance#Review\_process\_for\_deliverables\_and\_milestones](https://wiki.egi.eu/wiki/EGI-Engage%3AQuality_Assurance#Review_process_for_deliverables_and_milestones)
	+ Upcoming deliverables:
		- Quality plan for Period 1 WP1 – M3
		- Communications, Dissemination and Engagement Strategy WP2 – M3
	+ Upcoming Milestones
		- Website and templates WP2 – M1
		- Execution plan WP1 – M2
		- Joint training program for the first period is agreed WP6 – M3
* **WPs description**
	+ please assign **task leaders and define email addresses**
* **Copyrights**
	+ <https://wiki.egi.eu/wiki/Copyright>
* **egi-engage-members@mailman.egi.eu** – all members list
	+ automatically synchronized with mailing lists used by task
* **Templates**
	+ 99 EGI.eu – Templates
		- EGI Letter template v1
		- EGI Meeting minutes template v1
		- EGI Memo template v1
		- EGI Poster sample v1
		- EGI Presentations interim template
		- EGI Template for Documents v0.1
		- EGI-Engage Presentations interim
		- EGI-Engage Template for Deliverables and Milestones v 0.2
* **Old Inspire mailing lists**
	+ will be closed in May, please plan new addresses
		- before closing we will check is mailing list is active and contact owners
* **Metrics** [**http://go.egi.eu/EGI\_metrics**](http://go.egi.eu/EGI_metrics)
	+ KPI – to track how good we are with reaching project objectives
		- Measurement of impact of our actions - measures performance against a goal
	+ Activity metric – to track how good we are going with Activity
		- Measurement of what we are doing, where we are
	+ Nothing as a KPI until we have a solid collection procedure in place.
	+ KPI should support project Objective
	+ **KPI missing – 1, 4**
	+ **Activity Metrics missing – 1, 4**

|  |  |
| --- | --- |
| **Metrics Description** |  |
| Metric No. | Unique identifier, set by QM |
| WP | Work package responsible for collecting metric, metric based on WP activity |
| Task  | Task within responsible for metric, metric based on Task activity |
| Objective | For KPIs Project Objective (mandatory), for Activity metrics WP objective (non mandatory) |
| Owner | Person responsible for collecting metric or delivery |
| KPI/Activity Metric | KPI Measurement of impact of our actions - measures performance against a goalActivity Metric - measurement of what we are doing, where we are |
| Description | Description of the metric - what you want to measure |
| Frequency | How often measurement will be taken |
| Cumulative/avarage/? | is the metric a cumulative number or average |
| How gathered/Data source | What is the data source, how it is measured |
| Collection (Automatic/Manual) | Does measurement require manual work? |
| Target | what do you plan to be in 2015, 2016, 2017 |
| Unit | unit of the metric |
| Polarity (up/down) | more is better or less is better |