* **Yearly activity plan** 
  + <https://wiki.egi.eu/wiki/EGI-Engage:AMB#Yearly_activity_plan>
  + **Deadline**: end of April
* **Dissemination**
  + <https://wiki.egi.eu/wiki/EGI-Engage:Dissemination>
* **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>
  + 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**

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| --- | --- |
| **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 goal Activity 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 |