- **Yearly activity plan**
    - https://wiki.egi.eu/wiki/EGI-Engage:AMB#Yearly_activity_plan
    - **Deadline**: end of April
    - **Next AMB** review of yearly activity plan

- **EGI RT**
        - You will receive only notifications about tickets you are an owner

- **Deliverables**
    - TBD by mal: review template
    - https://wiki.egi.eu/wiki/EGI-Engage:Quality_Assurance#Review_process_for_deliverables_and_milestones
    - **Process**

        - **7 weeks ahead** – ToC
        - **5 weeks ahead** – Draft Complete:
        - **START: 4 weeks ahead - END: 2 weeks ahead** – Start Review
        - **2 weeks ahead** – At AMB
        - **1 week ahead** – At PMB
        - at EC

No	Topic	Deadline	Expected status	Shepard	Next Date
M2.1	Website and templates	3.2015	Delivered	Sergio	N/A
M1.1	Execution plan	4.2015	Delivered	Yannick	16/04 At AMB
D 1.1	Quality plan for Period 1	5.2015	ToC	Yannick	24/04 Draft completed
D 2.1	Communications, Dissemination and Engagement Strategy	5.2015	ToC	Sergio	24/04 Draft completed
M6.1	Joint training program for the first period is agreed	5.2015	ToC	Gergely	24/04 Draft completed

    - Reviewers for upcoming year (most important upcoming 3 months)
        - https://docs.google.com/spreadsheets/d/1ZF7h6YyRUPiAgHlOOj5Wta_gOMVQby_4Gg4yXzCW1AA/edit?usp=sharing
- **WPs description**

- please assign **task leaders and define email addresses**
  - **missing**
    - **JRA1** – mailing lists
    - **SA1** – Task Leader and mailing lists

- **Templates**
  - 99 EGI.eu – Templates
    - EGI powerpoint presentation v1
    - EGI Template for Documents v1
    - EGI Engage powerpoint presentation v1
    - EGI Engage Template for Deliverables and Milestones v1
  - Sara: Working on poster templates

- **AMB reports**
  - Hardly anyone is filling in the report – do we want to continue?

- **Types of M/D**
  - **Reports** - eg. intermediate
  - **Templates and website, Review - Website**
  - **Event - Forum organized, Audit performed**
  - **Demonstrator/Pilot** (non production) – marketplace, Pilot services and best practices (AAI),
  - **Integration -** The e-CEO tool for the ESA data challenge is using also EGI resources
  - **A call for** participation for cross e-Infrastructure case studies is published
  - **Release (in Production)** - Open data platform in production, Platform for the long-tail of science, VREs for the fishery and marine sciences community are deployed,
  - **Release (non Production)**
  - **Plan** - training program, Exection Plan , requirements and implementation plans, Roadmap agreed, User requirements collection, Security and privacy requirements and secure storage architectural design are agreed, Life science requirements analysis and driver use case(s) with implementation roadmap are agreed, ,
  - **Requirements gathering** - EPOS requirements analysis and outline of pilot use cases are agreed

- **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