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| Meeting | PMB |
| Editor | Catherine Gater |
| Meeting date | 27 January, 2011 |
| Attendees | EGI.eu: Steven Newhouse, Catherine GaterQMUL: Sarah PearceAPO: Andre-Pierre Olivier |
| Apologies | CERN: Bob Jones |
| Absent | Imperial: David Colling |
| Distribution | PMB members |
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1. Minutes of the last meeting

No amendments to the minutes.

2. Actions from the last meeting

**WP1 –** no actions

**WP2**

* CG to find out about a Chinese translation – approach Simon Lin and Francois Grey.

DONE – ASGC is working on this, should deliver in the next 6 months. They will also confirm the hosting for the site as this is with them at the moment. It could be hosted in our new CMS.

* All to read APOs report on the GridCity and send comments / feedback about the overall concept.

DONE – now called the e-ScienceCity.

* SP requests fairly immediate review of GridCafe content to remove obviously out of date elements ie refer to EGEE in past tense.

DONE – now updating the people profiles.

**WP3**

* Feedback from David Colling asking if the IPR document should be sent to the Imperial Collage legal department. Before we circulate externally we should decide how to react to the recommendations. What is the best way of clarifying our IPR? Need to match the recommendations to concrete actions. For example, one recommendation is that the attribution version of Creative Commons is best.

ACTION: CG follow up on Creative Commons issue with the iSGTW Board and for the other sites.

* Bob to send an email to the iSGTW Board to let them know that Steven will join the Board and the mailing lists.

DONE – Steven now a member of the Board.

**WP4**

* CG to talk to David Colling to ask if he is interested in hosting the Digital Library. Hosts of the Digital Library contacted now it is back online but no response so far

ACTION: CG to continue with establishing with a plan for the Digital Library.

* CG to confirm with the EC how to submit Deliverables and Milestones

DONE – submit by email to the project email address.

3. Report from PM

**WP1**

* Cloud computing should be covered in the next GridBriefing, but make it clear that it is different from the previous GridBriefing on this topic.
* Bring in themes such as eGovernment, FP8 and the SIENA Roadmap. Another project that could be included is CONTRAIL, StratusLab and Venus-C.
* Fourth GridBriefing could be about volunteer computing, to complete the introduction to the other areas that e-ScienceTalk is now covering over the course of the first period.
* Need to find a new name for the GridBriefings – possibly e-Briefing or e-ScienceBriefing.

**WP2**

* French translation of the site now launched
* **ACTION CG to find out the hits to the new site.**
* Russian translation mostly complete, testing to see if the new CMS can display the Cyrillic text.
* Traffic to the GridCast not huge although there are now more posts from more meetings.
* Need to maximize publicity about the big events to get larger numbers of visitors to the blog.
* GridGuide is still looking for a USP – who is the audience?
* Could add NRENS and projects – perhaps need to change the name in this case.
* Can look at Gstat and the RTM for leads to active sites, but then need to identify people at the sites to add content, in order for the site to be scalable. We can’t update everything ourselves.
* The EGI Applications Database can also give leads to active sites.
* **ACTION CG to ask CESNET if profile pages could be pulled out of the SSO database.**
* Could also hook up to LinkedIn pages

**WP3**

* Regarding the legal issues with the new name, it’s probably not productive to pursue using The Digital Scientist.
* The Board and PMB will need to endorse the ultimate decision not to pursue the name, if this is the outcome arising as result of the advice from Fermi lawyers.
* Would expect XenoMedia to quote to make a name change across the site in future, as this would probably not fall within day to day maintenance. The initial re-development budget of 14K Euros allocated in the DoW has been spent in full on the current relaunch.
* Should get legal advice from the Fermi layers in person rather than second-hand.
* Should fully investigate name changes to any other products eg CloudLounge
* CloudLounge name already taken by a FaceBook group, should perhaps make the major branding e-ScienceCity, with the other areas as buildings or districts within this rather than brands in their own right.
* **ACTION: CG to identify any existing conflicts with product names and draw up recommendations on processes to follow when creating a new site.**
* Some legal input also required, could approach EGI lawyers on this

**PMB Feedback on iSGTW**

-       The issue layout on the homepage should be consistent each week, with each element in the same spot and taking up the same amount space. Content should be adjusted to fit this space so the issues look consistent with each other, and are clearly identifiable as a distinct issue. This is to satisfy the requirement in the DoW for a weekly publication.

-      A box around the content, or a graphical way of delineating the issue content could help eg similar to the Around the Web box

-      At the moment the site looks too much like a blog and not like a weekly publication.

-     Make this week’s content the clear focus of the page.

-    The ‘You Might Have Missed’ section is much too prominent and takes too much focus away from the main issue content.

-     You could make the 'You Might Have Missed' articles less prominent by removing the thumbnail image, reducing the font size and shortening the intro text.

-    Three ‘You Might Have Missed’ items would be sufficient instead of 5

-     ‘You Might Have Missed’ could instead be added as a tab on the right hand side with ‘Editor’s Picks', 'Popular' although there should be no more than 3 of these tabs.

-     The ‘Latest’ tab seems to echo the content of the main issue – is this unnecessary?

-     The purpose of the 'Editors Picks’ tab seems identical to ‘You might have missed’ as both are Editor selected. Do we need both?

-     The name ‘Digital Stream’ is not a great descriptor for that content.

-    The content of the ‘Digital Stream’ is also a minimum of 12 weeks old – is this a technical issue, or is this the most recent content from Facebook and Nature Networks? We should update this more frequently.

-     The EC has strongly requested to include a link to each week's issue as a single entity as they need this for their marketing purposes. The project also requires this for marketing and reporting and this functionality was available from the previous site. Providing links only to the individual articles and not to the whole issue is for us is a backward step in functionality.

4. Status of Deliverables and Milestones

Covered in the PMs report.

5. Review of risk register

Risk register reviewed, risks not changed.

New risk added: Legal challenges to the use of product names

New risk added: Website taken down at short notice

6. Project Issues

No additional issues raised.

7. New Chair for PMB

Sarah Pearce has now left QMUL for a new position and Steve Lloyd will in future represent QMUL on the PMB.

New chair to be discussed via email and a vote will take place at the next PMB.

Formal thanks from the PMB to Sarah for her outstanding contribution to GridTalk and e-ScienceTalk.

8. AOB

No other business

9. Date of next meeting

Face-to-face: 11-15 April EGIUF2011 Vilnius. Date TBA