

## Minutes CODOC meeting 14-2-2011

### Agenda:

1. OMB meeting
2. Newsletter
3. Operational Documentation phone confs
4. Actions from last F2F and COO meeting
5. AOB

### **OMB:**

Nothing to report.

### **Newsletter:**

The next newsletter will contain the following topics:

1. Introduction (RT)
2. Welcome to new ROD teams if any (RT will check)
3. EGI UF (RT):
  - a. Training sessions
  - b. ROD session:
    - i. Grid Oversight (Marcin will give presentation)
    - ii. Presentation from one NGI about experience in regional aspects. Running regional dashboard, handling alarms regional sites. RT will ask Goncalo to provide input from IBERGRID.
    - iii. Session on operational tools (Q&A). Depends on whether there will be an OTAG meeting in Vilnius. (RT will this check out) Speakers TBD.
  - c. OD session
4. ROD introduction. NGI\_PL will be the first. (MK)
5. Metrics (MK/MR)
6. OD (VH)

### **Operational Documentation Phone Confs:**

Vera will ask COD is attendance is required. COD will determine who will call in. COD can always join phone confs when they want to.

### **Actions from last F2F and COO meeting:**

1. Vera asks Sara for teleconf facilities at EGI UF:  
No reply received so far.
2. RT informs ROD teams directly about EGI UF sessions and asks if they will send people:  
Still open
3. MK makes ROD newsletter more visible in EGI wiki:  
Done. VH suggests to advertise the publication of a new newsletter on the EGI front webpage. RT will check this out. MK suggests to create a wiki page for COD action items.
4. Low availability alarms. MR: This is a long term issue and not really a COD action point.

### **AOB:**

MK suggests to remove the COD slot at the operations phone conf. Everyone agrees.