Training Working Group (EGI TWG)

Teleconference No 3

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| **Meeting:** | EGI TWG Teleconference No3 |
| **Date and Time:** | 11:00 on 25 Feb 2011 |
| **Venue:** | Chaired from Amsterdam |
| **Agenda:** | <https://www.egi.eu/indico/conferenceDisplay.py?confId=362> |

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# 1. Participants

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| --- | --- | --- | --- |
| Name and Surname |  | Organisation | Membership[[1]](#footnote-1) |
| Gergely Sipos |  | EGI.eu | Chair (stand in) |
| Richard McLennan |  | EGI.eu | Sec (Minutes) |
| Nuno Ferreira |  | EGI.eu | Member |
| Neasan ONeill |  | EGI.eu | Member |
| Mariusz Sterzel |  | CYFRONET (Krakow) | Member |
| Andres Aeschlimann |  | SWITCH (NGI Switzerland) | Member |
| John Walsh |  | TCD (Dublin) | Member |
| Hugo Gomes |  | LIP (Lisbon) | Member |
| Emidio Giorgio |  | INFN (Catania) | Member |
| Katarina Pajchel  |  | ARC community (University of Oslo) | Member |
| Peter Solagna |  | EGI.eu | In Attendance |
|  |  |  |  |

Apologies:

Steve Brewer – Chairman and EGI.eu, Chief Community Officer

# 2. MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting held on 28 Jan 2011 were reviewed, these having been incorporated into the [TWG2 Agenda](https://www.egi.eu/indico/conferenceDisplay.py?confId=308) saved in INDICO. No additions/corrections were reported. The minutes were approved as a correct record of the proceedings.

# 3. ACTION REVIEWS

The previously discussed Training Feedback Form had been attached [to this meeting’s Agenda](https://www.egi.eu/indico/conferenceDisplay.py?confId=362) and participants were advised that further comments and feedback would be accepted till 08:00 on 3 March after which the Form will be made publicly available via the Training website. Action 02/02 was agreed as complete, action 03/06 was added.

An updated Statement of Requirements for EGI Training Services had been drafted and this was now available for scrutiny. The document includes a proposed way forward for the capture of information on ‘Trainers’ as well as Events and Training Material. This completes Actions 02/01 and 02/03.

# 4. ITEMS OF BUSINESS

## Item 1

Changes to EGI User Support Web-pages. GS(UCST) provided an overview on the thinking behind producing the new, but still daft, UCST web site pages, a PDF copy of which had been provided with the Agenda. Participants were invited to review these pages and to provide feedback, both positive and negative. The key point of the work was to provide a cohesive ‘single point of entry’ regarding all User and Community Support related information so that users can navigate to the information they need directly from the EGI.eu Home page. GS highlighted the intent to include direct links for accessing NGI portals from here, also adding that the page would incorporate a more dynamic information panel displaying hot topics and new information in what might be a rolling display. GS sought immediate reactions from participants: agreement that the work was on the correct track was accepted through silent concurrence. GS proposed that next week’s Face to Face (F2F) meeting (Wed 3 Mar in Amsterdam) would present an ideal opportunity for additional feedback and he invited all to take some time to reflect on the structure of the U&SC pages as they are currently evolving. Action all – 03/01.

## Item 2

Statement of Requirements for EGI Training Services. RM (UCST) provided a brief overview of the development of the new SOR, initially thanking University of Edinburgh for the great work done so far in setting up the Training Web site. Nevertheless, RM warned that the information available was largely historical rather than forward looking. Success of the website would depend on far greater collaborative effort at populating the databases, particularly the Training Events DB, with material that was forward looking and advertised future training events. The Training web pages should be regarded as a framework similar to the e-Bay framework, the aim in this case being the advertising and exchange of information on Training courses, supporting material, trainers etc. The draft document was supported without dissent but all were charged to review it and provide proposals for additional features either using the RT system (to directly capture ‘Requirements’) or e-mail to the UCST. Action all – 03/02.

## Item 3

Training sessions at the EGI user forum - how could the community best benefit from them (capturing feedback, producing e-learning materials, etc)? The meeting was advised that for the EGI User Forum 2011, tutorial and training sessions had been arranged to be very much a core part of the overall programme. There is now a need to agree an approach and methodology for reliably capturing the feedback and actions (especially the technical content) that will emerge from these important sessions. An Action was placed on RM (UCST) (Action 03/03) to draft out a questionnaire to address issues that will be common to all sessions – a timetable for circulation and refinement of this questionnaire was agreed as follows:

* 7 March – circulate 1st draft for feedback from Training Working Group by
* 14 March – feedback returns to be received by UCST
* 4th TWG teleconf – review / agree updated questionnaire.
* 1st week Apr – final questionnaire ready for UF2011.

GS (UCST) introduced the idea of ‘short training video clips’ as a potential vehicle for producing e-learning materials. These should be available for the User Forum in April. Examples of short (6 min) clips could be viewed through the [GridCafe web page](http://www.gridcafe.org/tutorials.html), (this had been made available through a link included with the Agenda) and TWG members were asked to propose options for consideration (Action 03/04).

NO (EGI.eu) suggested the clips should be in the order of 2 min long, that some of the User Forum sessions could be recorded and that a ‘capture tool’ should be purchased but EG (INFN) commented that in his experience, live recording during the Forum would not be effective – better to do this off line. PS (EGI.eu Ops) added that in his view a whole tutorial is what is needed.

E-ScienceTalk with UCST will identify tools and best approach to record videos during the forum. (action 03/07)

## Item 4

Scope of Working Group. The concept of the Working Group was raised, specifically looking at if the title and purpose should be expanded from a mere focus on ‘Training’ to a broader function of ‘Support’ in general. There was no reaction to this suggestion and so it was taken that there is no reason not to take the idea further forward at this stage. Further discussions within UCST need to take place before any real decisions can be finalised (Action 03/05 UCST internal)

## AOB

GS briefed the meeting that an NGI User Support Team Survey dated 23 February 2011 had just been disseminated. This was seeking answers as to how EGI.eu could provide better support to NGIs through web pages such as the Training site, the digital library and the Apps DB. An announcement to this effect was also to be found as one of the EGI blogs.

# Actions

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| ID | Resp. | Description | Status[[2]](#footnote-2) |
| 03/01 | All | Review new UCST web site page draft (attached to agenda) | NEW |
| 03/02 | All | Provide feedback on SoR for EGI Training Services (attached to agenda) | NEW |
| 03/03 | RM (UCST) | Draft out Feedback Questionnaire for User Forum (see timeline under Item 3 above) | NEW |
| 03/04 | All | User Forum Video Clips – All to suggest titles – who should be invited to prepare videos? | NEW |
| 03/05 | UCST internal | Expand WG responsibility from ‘Training’ to ‘Support’ – discuss and agree | NEW |
| 03/06 | UCST | Update the current training feedback form with the new version. | NEW |
| 03/07 | UCST, E-ScienceTalk | Identify tools and best approach to record videos during the forum. | NEW |

# Date for Next Meeting

Will be decided with a Doodle poll.

Minutes prepared by Richard McLennan, Gergely Sipos 04 Mar 2011

Minutes Approved Group Chair: Gergely Sipos

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1. Member, Observer, in Attendance [↑](#footnote-ref-1)
2. NEW, OPEN, CLOSED, REJECTED [↑](#footnote-ref-2)