Training Working Group (EGI TWG)

Teleconference No 4

Meeting:	EGI TWG Teleconference No4
Date and Time:	14:00 on 24 March 2011
Venue:	Chaired from Amsterdam
Agenda:	https://www.egi.eu/indico/conferenceDisplay.py?confId=442

1.　Participants

Name and Surname		Organisation	Membership[1]
Gergely Sipos		EGI.eu	Chair (stand in)
Richard McLennan		EGI.eu	Sec (Minutes)
Nuno Ferreira		EGI.eu	Member
Karolis Eigelis	UCST	EGI.eu	Member
Steve Brewer	UCST	EGI.eu - Chief Community Officer	Member
Andres Aeschlimann		SWITCH (NGI Switzerland)	Member
John Walsh		TCD (Dublin)	Member
Kathryn Cassidy		TCD (Dublin)	Member
Emrah Akkoyun		TUBITAK (NGI Turkey)	Member

Apologies:

Nil

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[1] Member, Observer, in Attendance

2.   MINUTES OF THE PREVIOUS MEETING

The minutes of the last meeting held on 25 Feb 2011 were reviewed, these having been incorporated into the TWG3 Agenda saved in INDICO. No additions/corrections were reported. The minutes were approved as a correct record of the proceedings.

3.   ACTION REVIEWS - Agenda Item 1

Actions were reviewed with meeting participants and outcomes are recorded beneath:

ID	Description and discussion	Status[2]
03/01	Review new UCST web site page draft – NO feedback received and item closed	Closed
03/02	Provide feedback on SoR for EGI Training Services - NO feedback received and item closed	Closed
03/03	Draft out Feedback Questionnaire for User Forum – Draft questions distributed prior to meeting and open to feedback till 08:00 on 28 Mar.	Open
03/04	User Forum Video Clips – All to suggest titles – who should be invited to prepare videos? NO feedback received and item closed.	Closed
03/05	Expand WG responsibility from 'Training' to 'Support' – discuss and agree. NO feedback from TWG but indications from elsewhere are that a period of consolidation was needed and therefore the TORs for the TWG should remain as they are.	Closed
03/06	Update the current training feedback form with the new version. – NO feedback received and item closed	Closed
03/07	Identify tools and best approach to record videos during the forum. – to be discussed further as Agenda item 4b	Open

4.   ITEMS OF BUSINESS

Agenda Item 2

The new EGI User Support website – introduction of online content. SB(UCST) briefly described the concept of the new website, highlighting that the restructure was in line with the ITIL principle of providing users with a 'single point of entry' for accessing the UCST's range of services. A completely new layout had been developed with content assigned to a central panel with news items appearing in a second panel on the right hand side of the page - SB's intent was that as the web pages become established and the usage rises, the News panel will become the central theme of the page and thus he

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[2] NEW, OPEN, CLOSED, REJECTED

will shift the News to the central and dominant part of the page. The web-pages also incorporate a new interactive map of the world showing 'pop-ups' for all the NGIs which will contain their contact details and ultimately, a range of information relevant to their organisation(s). As has become routine, UCST was providing the framework within which participants can insert their data that best promotes their organisation, though UCST was pre-charging the 'pop-ups' with an initial set of basic contact information. SB added that for the time being, the Training Service pages would be off-line - this would remain the case until STFC had migrated the web-pages from Edinburgh University. UCST undertook to inform the TWG when the Training Services web pages were back on line (Action RM - 04/01).

Agenda Item 3

Update from Training Services (migration of Service, development plans). CD (STFC) provided an update on the migration of the Training Services web-pages from Edinburgh University to the new host under STFC (the UK's Science and Technology Facilities Council). Resources were already being made available to do the work necessary to completely overhaul the pages once they had been migrated. CD advised that there were problems working with Edinburgh on this migration as all resources at the university had already been reassigned but she did not see that this would impose a significant problem. STFC was well prepared for the new task and the web-site would be up and running in time for the User Forum.

Agenda Item 4

Training Sessions at the EGI User Forum in Vilnius:

 a) Form proposed to capture feedback: GS reminded the meeting that UCST would seek to capture as much information as possible such that it could subsequently be useful in progressing various strands of UCST business, especially with regards to training. A draft set of feedback questions had been circulated to TWG participants and placed on the wiki. There were no comments on the circulated questions which RM advised had been formulated to be both educational as well as for collection of data (for example, a question would inform the reader of the Training Services web-pages as well as elicit feedback on the reader's use of the page). It was envisaged that the convenors of the workshops could ask attendees to complete the questionnaires on-line rather than as hard copies.   RM was tasked to circulate the questionnaire to w/s convenors in advance in order to seek their agreement, comments and additions. (Action RM - 04/02)

b) Production of Training Demos: GS started further discussions on the issue of 'training video clips' and 'demos' introduced during the previous meeting, reminding all that the UCST would be hosting demonstrations of user facing tools. The meeting agreed that this was a good opportunity to record the 'demos' either as a series of screen shots or as video but there was still no clear solution as to how to do this or exactly what demos would be ready to be captured. Meeting participants were tasked to provide feedback with ideas of items / demonstrations to run and/or capture both in advance of the User Forum and during the event. (Action All - 04/03).

SB reminded all that UCST had established a [wiki page for the UF11](#), the purpose of which was to post and collect information relevant to the Forum. This already contained a great deal of information on the UCST booth, essential facilities available, the draft questions and target events for feedback questionnaire etc but most importantly, it provided an area where everyone could add their thoughts as relevant to coordinating the requirements and activities for the booth. SB urged TWG participants to provided their full support in contributing to the wiki and ultimately to the success of the UF11

AOB

SB encouraged all members of the TWG to meet at the UCST booth and establish face to face contact with each other during the User Forum. There being no other items for discussion under AOB, GS thanked all for their participation and closed the meeting.

Actions

ID	Resp.	Description	Status[3]
04/01	RM	Once established, disseminate a message to TWG members to advise them that the new STFC Training Services web-site has been activated.	NEW
04/02	RM	UCST Feedback questionnaire for UF11 - circulate draft questionnaire to all convenors of workshops for their input/comment.	NEW
04/03	All	TWG members to contribute proposals for training videos and demonstrations that could be created for and during the UF11 in Vilnius.	NEW

Date for Next Meeting

The date of the next meeting will be decided with a Doodle poll.

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[3] NEW, OPEN, CLOSED, REJECTED

Minutes prepared by   Richard McLennan, Gergely Sipos 06 April 2011

Minutes Approved   Group Chair: Gergely Sipos

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