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| Meeting | PMB |
| Editor | Catherine Gater |
| Meeting date | 11 May, 2011 |
| Attendees | EGI.eu: Steven Newhouse, Catherine Gater  QMUL: Steve Lloyd  APO: Andre-Pierre Olivier  CERN: Bob Jones  Imperial: Dave Collings (after some technical issues) |
| Apologies | None |
| Absent | None |
| Distribution | PMB members |
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1. Election of Chair

1. Steve Lloyd elected for a period of one year.

2. Minutes of the last meeting

1. No corrections to the previous meeting minutes.

3. Actions from the last meeting

1. SL notes no consolidated action list. CG to improve and provide unique numbers.
2. Actions reviewed
   1. **WP2**: Action reported in the slides. 7-8% of views to the GridCafe are to the French site, compared to the standard homepage
   2. **WP2**: CESNET to be asked if SSO pages can be pulled out of database – this is now in discussion. Profile pages for the 1200 in SSO are possible, with custom fields to be completed by each person.
   3. **WP4**: Creative commons, copyright and trademarking – wrapped up in one paper for approval by the PMB. An edited version to be circulated to the iSGTW Advisory Board, referring only to iSGTW
   4. **ACTION**: PMB to review copyright and trademarking paper by 18 May.
   5. **ACTION**: CG to continue working with the Digital Library team to build an input form on the e-ScienceTalk website. iSGTW rss feed already added to the DL.
   6. **ACTION**: CG to create an action list.

**DISCUSSION**

PMB discussed which parts of the trademarking paper should or should not be shared with the iSGTW Advisory Board.

4. Report from PM (see slides)

**DISCUSSION**

**e-ScienceBriefings**

e-IRG has a draft white paper available at the moment. Could do an e-ScienceBriefing around it when it is published. Pick up on the Digital Agenda meeting?

**GridCafe**

**ACTION**: CG to look at the trends around the traffic for the translated GridCafe sites.

**GridGuide**

Evolve to become an overview of the European E-infrastructure resources – link with EGI, TERENA, GEANT.

Question over how to show projects – perhaps as an additional layer?

**ACTION**: Make EGI.eu visible on the GridGuide.

**iSGTW**

PMB discussed elements to include in the marketing deliverable regarding sustainability.

*Hosting*

There is a Drupal 7 service at CERN.

CERN would be able to host the site without cost to the project and also provide emailing services to the subscribers.

However, the design expertise needed to port the site across, and also to make upgrades and changes is not available at CERN. This is also not available within the project. e-ScienceTalk might have to identify funds to pay Xeno Media for this aspect.

Discussions ongoing with CERN.

*Asia Pacific Editor*

Need to have this confirmed in writing from ASGC by the next iSGTW Advisory Board on 22 July.

*Teragrid*

Need to clarify the relationship with XD at the July meeting.

CG is liaising with the PRACE dissemination team.

*EUDAT and ESFRI*

EUDAT project starts on October 1 – contact is Damien LeCarpentier CSC.

Board members to send contacts for ENVRI, BioMedBridges and the other clusterprojects.

**ACTION**: CG to contact EUDAT and ESFRI cluster projects

**Project Review**

First present changes to the DoW to the reviewers, regarding funds for CERN for the 8th e-Infrastructure Concertation meeting at CERN and any other changes required.

**ACTION**: CG to request a project review date from the Project Officer.

4. Status of Deliverables and Milestones

Covered in the PMs report.

5. Review of risk register

Risk register reviewed, risks not changed.

iSGTW stress levels discussed. Additional staff in new regions could help to reduce stress levels, but dealing with time zone problems might exacerbate them. A clearer balance of responsibilities will be established with the Editor in Chief role based at CERN.

6. Project Issues

Covered in PM’s report.

APO raised an additional issue of the final payment for GridTalk, which has not been made.

**ACTION**: SL to raise the GridTalk final payment to partners with the QMUL EC projects office.

7. AOB

No other business

8. AOB

Project review is likely to be in October.

Next PMB meeting to held before the review, possibly the last week in September.

**Summary Action List (including PMB meetings 1-3)**

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| --- | --- | --- | --- | --- |
| No | Description | Responsible | Date | Status |
| 20100109:1 | Feedback from EC/PERT members on GridBriefings | Manisha Lalloo | Next PMB | Closed |
| 20100109:2 | Clarify Chair of the e-IRG | Bob Jones | Next PMB | Closed |
| 20100109:3 | Feedback on iSGTW at EGITF2010 | Dan Drollette | Next PMB | Closed |
| 20100109:4 | Draft email introducing e-ScienceTalk to the iSGTW Advisory Board and send to PMB | Catherine Gater |  | Closed |
| 20100109:5 | Send technical specification for iSGTW to the PMB | Dan Drollette |  | Closed |
| 20100109:6 | Send Emilie Tanke’s IP report to CG | Bob Jones |  | Closed |
| 20100109:7 | Dissemination plan with firm time schedules for rebranding items | Catherine Gater | Next PMB | Closed |
| 20100901:8 | Review GridCafe for out of date content | Manisha Lalloo |  | Closed |
| 20100901:9 | Contact Tim Smith from OPENAire about orphans database | Bob Jones |  | Closed |
| 20100901:10 | Complete press release about e-ScienceTalk launch | Catherine Gater | 3 Sep 2010 | Closed |
| 20101104:1 | Resend iSGTW technical specs to the PMB | Catherine Gater |  | Closed |
| 20101104:2 | Summarise the PMB recommendations on copyright and send to iSGTW Board | Catherine Gater |  | Closed |
| 20101104:3 | Explore Imperial hosting of Digital Library | Catherine Gater / Dave Collings |  | Closed |
| 20101104:4 | Approach Simon Lin and Francois Grey for a Chinese translation of the GridCafe | Catherine Gater |  | Closed |
| 20101104:5 | PMB to read APO report on GridCity and send comments | PMB |  | Closed |
| 20101104:6 | Confirm with the EC how to submit Deliverables and Milestones | Catherine Gater |  | Closed |
| 20101104:7 | Confirm Steven Newhouse as new iSGTW Advisory Board member | Bob Jones |  | Closed |
| 20110127:1 | Create action plan for Creative Commons, trademarking and copyright issues | Catherine Gater |  | Closed |
| 20110127:2 | Establish a plan for working with the Digital Library | Catherine Gater |  | Open |
| 20110127:3 | Measure number of hits to new French translation of the GridCafe website | Catherine Gater |  | Closed |
| 20110127:4 | Request profile pages based on the SSO database from CESNET | Catherine Gater |  | Open |
| 20110127:5 | Identify conflicts with product names and draw up recommendations on processes when creating a new site | Catherine Gater | Next PMB | Closed |
| 20110511:1 | Review copyright and trademarking paper | PMB | 18 May | Open |
| 20110511:2 | Create an action list | Catherine Gater |  | Closed |
| 20110511:3 | Look at the trends in traffic to the translated GridCafe sites | Catherine Gater | Next PMB | Open |
| 20110511:4 | Make EGI.eu visible on the GridGuide site | Catherine Gater | Next PMB | Open |
| 20110511:5 | Contact EUDAT and ESFRI cluster projects via PMB contacts | Catherine / PMB | Next PMB | Open |
| 20110511:6 | Request a project review date from the Project Officer | Catherine Gater |  | Open |
| 20110511:7 | Raise the GridTalk final payment to partners with the QMUL EC projects office | Steve Lloyd |  | Open |