**Notes of EGI-InSPIRE NA3 task leaders' meeting - 18 May 2011**

**Attendees**: "Gergely Sipos" <gergely.sipos@egi.eu> (Chairman), "Richard Mclennan" <richard.mclennan@egi.eu>, "Nuno Ferreira" <nuno.ferreira@egi.eu>, "Karolis Eigelis" <karolis.eigelis@egi.eu>, "Marios Chatziangelou" <mhaggel@iasa.gr>, "Ignacio Blanquer" <iblanque@dsic.upv.es>, Goncalo Borges <goncalo@lip.pt>, Joao Pina

Apologies: Steve Brewer (attending TERENA conference). Absent: Claire Devereux

**Agenda**:
**- Report from UCST**\*Annual reports
\*New apps in AppDB
\*Planning for EC review and technical forum
**- Feedback from UCB
- Tool work plan documents (for the Web)
- Progress with tools - short report from tool developers**

There was no requirement for items under AOB

Report from UCST.

Busy compiling formal reports – 3 documents covering the 1st year of the project:

1st is D3.2 annual report on EGI User Community Services (inputs received, many thanks to all) and document has been reviewed by the AMB, is now with the PMB and will next go to EC.

2nd document is not a formal deliverable per the DoW but is a periodic report covering the year plus details of the period Feb to Apr.

3rd is the D1.4 Annual Project Report which is being worked mostly by the Project Director reusing text from the other reports.

Discussion followed on need for more time to prepare inputs. GS agreed to provide as much time as possible.

For the Year’s formal presentations/review (rehearsals 15/16 Jun, formal review 30 Jun- 1 Jul), UCST will field the relevant slides. GS / SB will contact individually for input slides as necessary.

Note: There is a new EGI-InSPIRE slideshow in DocDB: <https://documents.egi.eu/document/506>
(Not for the review, but for D2.10 deliverable)

Tech Forum 2011. Abstracts have not been drafted yet. They will be shorter than for User Forum, about 1 para long. Four sessions will be requested by NA3 UCST:

* NGI User Support Teams; will be invited to present; length of presentation not yet agreed; likely to have similar structure as at last TF
* VRC workshop; each VRC to discuss achievements and services they provide; about 10-15 minutes each
* Thematic Workshop covering Portals & Portlets for EGI communities
* Thematic Workshop focussing on Data Management – UCST investigating Community issues that need to be raised and best practices.
* Note after Tech Forum likely to conduct additional Workshop to examine needs and solutions for ‘workflows’ (topic came up at recent UCB)

Official deadline for abstracts is 3 Jun but desire to submit much sooner. These will be a ‘bid’ for sessions and content will come together later; detailed planning and timing will emerge once sessions are agreed.

**Feedback from UCB**.

UCB endorsed the development plans that have been presented from USAG: <https://www.egi.eu/indico/conferenceDisplay.py?confId=473> (See USAG Report slides)
These slides define the development directions for TNA3.4 services until the Technical Forum.

**Tool work plan documents (for the Web)**Written endorsed plans must be prepared by each TNA3.4 team – before the next meeting:

* Those who already wrote a plan check that they are still synchronised with the final endorsed plan on the slides. (VO services, AppDB) GS to review these first and identify differences (if exist)
* Those who did not write the plans yet, write it into the template the GS sent to the NA3-task-leaders’ list today. (Training marketplace)

GS circulated a template document for workplans. TODO TO ALL: Please provide feedback on the template. Once accepted this will be used in all forthcoming development cycles.

**Progress with tools:**

MC briefed AppDB development: a major new release was in production since 12 May. 2 revisions focused on Bug fixing

GB on VO Services: working on Usability of tools and on Dashboard plus Management interface – need feedback. GS asked for a description to be included in Wiki. GS to discuss further with Jamie Shiers. VO Dashboard link not working for GS but will sort out and provide feedback.

GS thanked all for participation; next meeting on Wed 25 May, normal time.