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| Meeting Object | AMB |
| Editor | Steven Newhouse |
| Meeting date | 26 May, 2010 |
| Attendees | NA1: Steven Newhouse, Catherine Gater  NA2: Steven Newhouse  NA3:  SA1: Tiziana Ferrari  SA2: Steven Newhouse SA3: Jamie Shears, Maria Girone  JRA1: Daniele Cesini |
| Apologies | Steve Brewer |
| Absent |  |
| Distribution | AMB members |
|  |  |

**1. Minutes from the last meeting**

**2. Review open RT items**

Action: Steven/Catherine: Better classification of RT items so it is clearer what is what. Catherine to establish separate RT queues for milestones and deliverables.

SA1:

Relationship with OTAG and OAT to be established. OAT to evolve into a cross project group including membership from WLCG and other groups. OTAG focus on the operational tools activity within EGI-InSPIRE. Terms of Reference to be established in upcoming milestone/deliverable.

SA3:

Difficulty in getting contact with representatives in SA3. Especially TSA3.2. Continue to pursue and escalate to Steven if no progress. The task leaders in SA3 where nominated confirmed by their respective partners so there should not be a partner problem.

**3. Deliverables and Milestones**

See attached inspire-amb-deliverables and inspire-amb-milestones RT summary.

**4. Work Breakdown and PPT input**

PPT process becoming clearer… discussions planned for later that day with PPT team at CERN to go through detailed issues. Once process established will communicate proposed process to AMB.

**5. Metrics**

Discussion started within JRA1. Other activities to start those discussions. Have provisional set of metrics for the 10th June Task Leader’s meeting.

**6. AOB**

**7. Activity Reports**

**NA1 & SA2**

Report for 26/5/10 for SA2 & NA1.2, NA2.2, NA2.4  
  
Input on agenda items  
\* See previous thoughts on what we should track within PPT in addition to our actual tasks  
  
Progress of open actions  
\* Not looked - BAD.  
  
Progress on Milestones & Deliverables  
MS501 (PM1) - Support tools done. Repository getting there... probably need an upload facility to complete this off.  
MS502 (PM2) - Micheal has started drafting a skeleton document.  
MS503 (PM2) - Not started.

Major work done during the past week by task

TNA1.2  
\* New revision of CA circulated to EB following discussions with the EGI EB on the role of the EGI Council with the project. Will be pushed out to partners later.  
\* PPT discussions ongoing. Integration with EGI SSO due by mid June. Propose to then do the collection of May timesheets. Need data from tasks to do this... see agenda items.  
  
TNA2.2  
\* Sergio starts 1st June. Will attend private DCI F2F on 31st and public DCI meeting on 1st June.  
  
TNA2.4:  
\* Programme committee meeting for EGI Technical Forum 2010. Need to confirm cost of the gala dinner. Aim to open registration by mid-June with a provisional programme.  
\* Continue with input on proposed technical sessions and keynotes.  
  
TSA2.2:  
\* Quality criteria skeleton developing on wiki. Drilling down for compute area  
  
TSA2.3:  
\* Staff being identified.  
  
TSA2.4:  
\* Basic repository on line ([repository.egi.eu](http://repository.egi.eu)). Some of the GRNET sites are using this as the source for installing their sites.  
\* Seeing how to link into RT to provide workflow for the verification and rollout process.  
  
TSA2.5:  
\* Staff identified from middleware providers.  
\* Establishing DMSU within GGUS

\* Major Events Attended  
  
\* Major Events Planned

Venus C and DCI meeting 31st May - 2nd June  
SA2 F2F June 7th 2010 in Amsterdam  
Information Day Brussels June 11th

**NA1/NA2**

\* Input on agenda items

None

\* Progress of open actions

#43 Preparing slides to explain reporting schedules fortnightly/monthly/quarterly/annually for task leaders meeting

#40 Conference series noted for Dissemination Plan

#39 Example of NA2 execution plan attached to ticket

#36 Conference series noted for Dissemination Plan

#30 Gender statistics measured by EGEE-III and those required for the EC final report confirmed

#29 NA1/NA2 metrics suggested and mapped to objectives (see attached document)

\* Progress on Milestones & Deliverables

D1.1 Quality Plan and Project Metrics - ToC in preparation

D1.2 Gender Action Plan - ToC in preparation

MS101 Quality Assurance website with document templates and process - in preparation

MS102 Execution Plan - input from task leaders needed

MS103 Quarterly Report Template - ToC in preparation

D2.1 EGI-InSPIRE Presentation - in preparation

D2.2 Dissemination Plan - ToC in preparation

MS201 Basic website with key collaborative tools - in place

MS202 Project presentation template - in progress

MS203 Dissemination handbook - ToC in progress

\* Major work done during the past week by task

TNA1.1 Activity management

- ToCs underway for document templates, milestones and deliverables

- Execution plan template circulated

- Gender statistics suggested

TNA1.2 Project and consortium management

- AMB report template circulated

- AMB meeting schedule agreed

TNA1.4 Quality assurance

- ToC for Quality Report in progress

- Quality Assurance website - wiki or main website?

TNA2.2 Dissemination

- Booth organised at ICT2010

- Joint booth with e-ScienceTalk and EUIndiaGrid at ICT2010 agreed and web abstract submitted.

- First monthly Director's Letter in progress

- Website content under review

- Presentation template in progress

- Designer commissioned to design logos and style guide

- Offers made to 2 Dissemination Officers

\* Major Events Attended

None

\* Major Events Planned

- ISC 2010, 30 May - 3 June 2010, Heidelburg, German  
- Engaging European DCIs Together, 31 May-1 June 2010, Brussels, Belgium

- FP7 Information Day, 11 June 2010, Brussels, Belgium

**JRA1**

\* Input on agenda items  
None  
  
\* Progress of open actions

[EGI #39] [Comment] Execution Plan, M102, due Month 2 - preparation of the xls template circulated by Catherine  
  
\* Progress on Milestones&  Deliverables  
  
start after the kickoff on June 3rd (PM1: M701,M702 PM2: M703)  
  
\* Major work done during the past week by task  
  
completion of the jra1 group on [egi.eu](http://egi.eu)  
preparation of the kickoff meeting  
jra1 wiki linked on the wiki project main page  
handover at cern with james casey  
follow up of the last EGEE release of opertional tools (regional nagios and dashboard with regional package)  
  
\* Major Events Attended  
None  
  
\* Major Events Planned  
jra1 kickoff june 3rd