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| Meeting Object | AMB |
| Editor | Steven Newhouse |
| Meeting date | 15 June, 2010 |
| Attendees | NA1: Steven Newhouse, Catherine Gater  NA2: Steven Newhouse, Catherine Gater, Sergio Andreozzi  NA3: Steve Brewer  SA1: Tiziana Ferrari  SA2: Steven Newhouse SA3: Jamie Shears, Maria Girone  JRA1: Daniele Cesini |
| Apologies |  |
| Absent |  |
| Distribution | AMB members |
|  |  |

**1. Minutes from the last meeting**

No issues raised.

AMB to comment on minutes from the Task Leaders meeting on 10 June to CG by lunchtime 16 June.

**2. Review open RT items**

#29 QA metrics for NA3 – in progress with other metrics.

#35 USAG and its continuation in EGI – to be associated with the milestone assigned to Gergely.

#36 Possible conference series for SA3 – noted for the dissemination plan

#39 Execution plan month 2 – in progress, about 2 weeks late

#40 Possible conference series for SA3 – noted for the dissemination plan

#43 AM reporting process – NOW CLOSED

#47 Create framework MoU for collaborating projects –

#50 Create collaborating project area on website and email list – noted by CG

#92 Clarify the structure of the wiki – noted by CG

#93 Where does the EGI RAG fit? – assigned to SB

#94 Define VRC operational model –

#96 Decide on date of next task leaders F2F – probably during the EGITF 2010, Monday

The following arose from the task leaders meeting:

#102 Workflow for GGUS services SA1.6 to SA1.7 – assigned to SN

#103 Approved CAs for EGI -

#104 Policy for sites joining the infrastructure who are not affiliated to EGI – assigned to SN

#105 Technical validation procedure for NGIs

#106 Update EGEE policies to EGEE – EGEE documents can be used without infringing copyright as long as source is acknowledge and the changes made are clear. Policies should be updated both into the EGI format but also the technical content should be reviewed.

#107 Document VO life cycle in EGI

#108 Document expected procedures

#109 Clarify expected interaction between TCB and DMSU

**3. Deliverables and Milestones**

D1.1. Quality Plan and Project Metrics – draft circulated to AMB, metrics in discussion in the activities

D2.1 EGI-InSPIRE Presentation – draft template presentation approved, presentation in progress.

MS101 QA website - ToC on the wiki

MS102 Execution plan – activity data to be provided by close of play on 16 June

MS103 QR report template – to be drawn up

MS104 EAB

MS701 CIC operations portal work plan

MS702 Establishing the operational tool product teams

(See also activity reports)

**4. Work Breakdown and PPT input**

List of tasks and partners circulated to AMB for review for input to PPT.

Work breakdown of tasks allocated to partners on a work package basis to be sent to SN by AMB by 16 June.

**5. Metrics**

NA1 – metrics for management tasks need to be thought about.

NA2 – suggestions listed.

NA3 –

SA1 – Looking at EGEE-IIIs metrics to pull out the EGI relevant metrics.

SA2 – In internal circulation

SA3 – Not yet identified

JRA1 – In internal circulation.

**6. AOB**

Deliverable template now circulated to PMB – the AMB is approved to start using this while the PMB comments are incorporated.

**7. Activity Reports**

**NA1/NA2.2**

\* Input on agenda items

None

\* Progress of open actions

92 Clarify the structure of the wiki

\* 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 - ToC uploaded to wiki

MS102 Execution Plan - input from task leaders in progress

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 - done

MS203 Dissemination handbook - ToC in progress

\* Major work done during the past week by task

TNA1.1 Activity management

- Execution plan details being gathered for 16 June deadline and upload to PPT

- PPT for May will be launched by the end of June.

TNA1.2 Project and consortium management

- AMB minutes template approved

- Template for deliverables sent to PMB, comments being incorporated

TNA1.4 Quality assurance

- Quality Report in progress

- Quality Assurance website set up on the wiki, being populated

- Quality processes presented to Task Leaders, to be fed into QA deliverable

TNA2.2 Dissemination

- Booth reserved for ICT2011

- Joint booth with e-ScienceTalk and EUIndiaGrid at ICT2010 approved, waiting for details of

- First monthly Director's Letter issued.

- Website content under review and being populated.

- Presentation template approved

- Designer commissioned to design logos and style guide

- Offers made to 2 Dissemination Officers, one accepted, second in negotation

\* Major Events Attended

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

\* Major Events Planned

- EGITF 2010, Amsterdam

**NA2.3**

\* Input on agenda items

\* Progress of open actions

\* Progress on Milestones & Deliverables

MS102: see RT111 below

\* Major work done during the past week by task

TNA2.3:

- RT111: initial work on PPT for NA2.3 (gathered partners and effort,

contacted STFC, CSIC, SWITCH and CNRS)

- editing minutes from DCI Projects Interactions meeting

- wiki page for task: https://wiki.egi.eu/wiki/TNA2.3\_Policy\_Development

- review of CV's for PDO and invitation, two accepted to come at

interview, 18 June

- created RT queue inspire-na2-policy@rt.egi.eu to handle internal tasks

- created mailing list inspire-na2-policy@mailman.egi.eu for internal

task communication

\* Major Events Attended

Task leaders meeting - amsterdam - Jun 10th

\* Major Events Planned

EGI Technical Forum 2010 - Sept 14-17, 2010

OGF 30, Brussels - October 25-29, 2010

**NA3**

\* Input on agenda items

\* Progress of open actions

\* Progress on Milestones & Deliverables

MS301 - User Support Contacts: due PM1 - INFN - have emailed Mirco for update

MS302 - Training Website: due PM2 - STFC - Have emailed David Furgusson again to arrange time to discuss this

MS303 - Ported Applications Website: due PM2 - GRNET - done - completed by Marios

D3.1 - User Community Support Process: due PM3 - CNRS - have started discussions with Yannick; have started internal discussions/planning about this

MS304 - User Support Metrics: due PM3 - MTA KFKI - have emailed to determine specific contact for this task

\* Major work done during the past week by task

TNA3.1: Activity Management

Have put PPT spreadsheet on Document store (EGI doc 32) and emailed NOC-managers, Serbia have responded and uploaded their version

Separate emails sent as per Catherine's list

Task leaders met during the Task leaders meeting last week; Those in Amsterdam next week will meet again before the EGEE review

TNA3.2: User Community & Community Support Team

Candidates short-listed and invited for interview next Friday;

Have started discussions with Yannick of CNRS re. User Community Support process

TNA3.3: NGI User Support Teams

Gergely making progress and developing plans for this task

TNA3.4: Technical Services

Have made contact with Marios (APplications) and Torsten (Help) and should be able to catch up with David F very soon

\* Major Events Attended

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

\* Major Events Planned

28 June - Life Sciences VRC workshop co-located with Healthgrid conference Paris.

**JRA1**

\* Major work done during the past week by task

\* Input on agenda items

\* Progress of open actions

\* Progress on Milestones & Deliverables

MS701 and MS702: editing started - a first draft expected at the end of the week

\* Major work done during the past week by task

TJRA1.1: Activity Management

- Have put PPT spreadsheet on task39 - document almost completed, the only data missing are the supervisor and deputy for cnrs - I have the names (Dominique Farjot farjot<at>cc.in2p3.fr Delphine Benklifa delphine.benklifa<at>cc.in2p3.fr)

but they are not in the SSO db, I invited them, waiting for their approval.

- Defining the internal release procedure common to all the tools - will be included in MS702 (describing development infrastructure)

TJRA1.2: Tool maintenance -

Discussion on the transition to gocdb4 ongoing - the testplan will be discussed on the period phone conference on thursday

New version of the operation portal released on Jun 8th

TJRA1.3: regionalisation: regional package of the operation dashboard released on Jun 8th

\* Major Events Attended

Task leaders meeting - amsterdam - Jun 10th

\* Major Events Planned

WLCG workshop - london 7-9 Jul