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| Meeting Object | AMB |
| Editor | Steven Newhouse |
| Meeting date | 22 June, 2010 |
| Attendees | NA1: Steven Newhouse, Catherine GaterNA2: Steven Newhouse, Catherine Gater, Sergio AndreozziNA3: Steve BrewerSA1: Tiziana FerrariSA2: Steven NewhouseSA3: Jamie Shears, Maria GironeJRA1: Daniele Cesini |
| Apologies |  |
| Absent |  |
| Distribution | AMB members |
|  |  |

**1. Minutes from the last meeting**

Minutes for last meeting uploaded to Indico during the meeting – no issues discussed.

**2. Review open RT items**

#47 *Create framework MoU for collaborating* (Sergio) - Framework MoU, new version uploaded to Humyo. Three new projects, CHAIN, GISELA and WestGrid to make contact with. MoUs at two levels, the technical relationship level and the organisational level. What are the objectives, before we work out the implementation?

Tiziana F.: How can ROC become associated partner? New associated partners request should go to EGI Council.

Steven N: EUMedConnect project interest is to have a technical MoU. We have to know what they offer and what they expect from us. We have to understand what are the mutual benefits in this relationship.

Do we treat all the ROCs at the same level? We need to go back to establish relationships with all of them.

(#104 is related to this)

#94 *VRC Operational Model*. Steve and Steven have had many discussions. The report is out, but no comments were received – please send comments if you have them.

Jamie: it looks like the assumption is that for the existing VRC there is a structure in place.

#92 *Clarification of wiki structure* – to be completed.

Jamie, Any progress on the PPT figures for SA3? probably 85% are accounted for. Some names are not known yet

#105 *Technical validation procedure for NGIs* (Tiziana): procedure almost finalised

#106 *Update EGEE policies to EGEE* (Sergio): No progress this week. This Friday will be discussed

#107 *Document VO lifecycle in EGI* (Steve): No progress this week

**3. Deliverables and Milestones**

**Progress of Deliverables PM1-3**

*D1.1 Quality Plan PM2*

Quality part has gone to the PMB for review, metrics still missing

What state are the drafts? NA3 ready end of this week, SA2 end of the week, SA1 no progress, JRA1 metrics ready in an Excel file.

Where do we upload the information (Humyo, DocDB, link to Task, RT) Catherine prefers to link them to the RT from the existing location.

*D2.1 EGI-InSPIRE Presentation PM1*

Comments from PMB are being collected and file being updated. There is enough content to use from existing presentations.

*D2.2 Dissemination Plan PM3*

In progress

*D3.1 User Community Support Process PM3*

SB starting to talk to people

*D5.1 UMD Roadmap PM3*

SN started with notes on that

**Progress of Milestones PM1-3**

*MS101 Quality Assurance website PM1*

There is a structure in place but the content of the quality plan and links to documents needs to be uploaded.

*MS102 Execution Plan PM2*

Being brought together through the PPT data gathering exercise.

*MS103 Quarterly Report Template PM2*

A priority for this month.

*MS104 External Advisory Board PM3*

ToR being drawn up.

*MS105 Quarterly Report PM3*

Template to be send round soon for information required from the task leaders.

*MS201 Basic Website PM1*

Alec and Kostas have documented the owners, access etc.

*MS202 Project Presentation Template PM1*

PMB review in progress, new version being produced this work.

*MS203 Dissemination Handbook PM2*

Gathering the contacts through the PPT data process, will include also links to templates and new logos once completed.

*MS204 EGI Newsletter PM3*

Will be worked on by Sara once she arrives in July. Need a template for this.

ACTION POINT: General point for all AMB, if you have events that could go in either the Director’s Letter or the Quarterly Newsletter, please notify CG so that they can be added.

*MS205 Policy Area for the Website PM3*

Sergio thinking about this

*MS206 Terms of Reference and Composition of Policy Groups PM3*

In preparation

*MS208 EGI a Member of EUGridPMA PM4*

Achieved. SA1 will review the EU Grid PMA document.

ACTION POINT: Tiziana to moderate the milestone and nominate a reviewer.

*MS301 User Support Contacts PM1*

SB We’ll catch up with it with INFN. Document template is in the DocDB training website.

CG: How do we report on the milestones that are websites? Put together a short document describing how this site is hosted, administered, structured and contact details.

SB: Will provide a single report on all milestones together

*MS302 Training Website PM2*

Have contacted Edinburgh about rebranding this with EGI logos.

*MS303 Ported Applications Website PM2*

Ready for review by SA3.

ACTION POINT: SA3 to nominate a moderator and reviewer

*MS304 User Support Metrics PM3*

SB to attend the EGEE final review meeting to gather metrics used by EGEE-III NA4.

*MS401 Operational Tools Regionalisation Status PM1*

In progress

*MS402 Deploying Software into the Production Infrastructure PM2*

TF will send the link to the ToC.

*MS403 EGI Helpdesk and the NGI Support Units PM2*

Pull in the information from the slides presented by Torsten at the Team Leaders meeting on 11 June.

*MS404 OLAs within the Production Infrastructure PM2*

ToC in preparation.

*MS405 Operational Security Procedures PM3*

ToC in preparation?

*MS501 EGI Software Repository and Support Tools PM1*

SN Moderator and reviewer after the meeting

*MS502 Deployed Middleware Support Unit Operations Procedures PM2*

SN draft being circulated

*MS503 Software Provisioning Process PM2*

SN IberGrid are working on that

*MS504 EGI Software Repository – Architecture and Plans PM3*

SN working on this

*MS601 HUC Contact Points and the Support Model PM1*

CSC should be producing this

*MS701 CIC Operations Portal Work Plan PM1*

Almost done, to be uploaded to DocDB on Friday after final comments. To be moderated and reviewed by SA1.

*MS702 Establishing the Operational Tools Product Teams PM1*

Ready for review at the end of this week. Moderator and reviewer to be nominated from SA2.

*MS703 Operational Tools Regionalisation Work Plan PM2*

Still to come

*MS704 Roadmap for the Deployed Operational Tools PM3*

Still to come

(See also activity reports)

**4. Work Breakdown and PPT input**

CG take what we have the end of today and send it to CESNET for pre-processing and upload to PPT.

Aim to close the first round (May) at the end of this month June and issue the second round at the beginning of July.

**5. Metrics**

Metrics: Friday is a firm deadline to get information to CG to collate.

**6. AOB**

SN: Check that the Project Office mail alias is active, as people will need to contact this with any questions that they have once the PPT is launched.

**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 - quality plan circulated to PMB

D1.2 Gender Action Plan - ToC in preparation

MS101 Quality Assurance website with document templates and process - content from quality plan to be uploaded

MS102 Execution Plan - input from task leaders collected, to be sent to PPT by 22 June

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 - comments from PMB being implemented

MS203 Dissemination handbook - ToC in progress

\* Major work done during the past week by task

TNA1.1 Activity management

- Execution plan details compiled ready for upload to PPT

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

TNA1.2 Project and consortium management

- 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 fed into QA deliverable

TNA2.2 Dissemination

- Joint booth with e-ScienceTalk and EUIndiaGrid at ICT2010 approved, first meeting held of booth organising committee

- June Director's Letter in preparation.

- Website content under review and being populated.

- Presentation template approved by AMB, PMB changes being implemented

- Designer commissioned to design logos and style guide

- Offers made to 2 Dissemination Officers, both accepted - starting 15 July and 1 September

\* Major Events Attended

\* Major Events Planned

- EGITF 2010, Amsterdam

**NA2.3**

\* Input on agenda items

\* Progress of open actions

- RT47: first draft MoU template and framework documents available in

HUMYO not yet ready for review

https://www.humyo.com/10353531/Policy/MoU/?a=001lQRhlMSQ,E09MZlsDzOk

\* Progress on Milestones & Deliverables

- MS102 (RT111): got PPT details from CNRS, STFC, UI SAV, SWITCH, KIT-G, BADW

- MS208 (RT116): already achieved, David Groep will start drafting the document

\* Major work done during the past week by task

TNA2.3:

- contacted David Kelsey (Chair of SPG) and planned for meeting 24/6

to discuss activities

- interview of PDO candidates

- updated wiki page and SSO inspire-na2-policy group with details of people

- editing documents for MoU template and framework

- collection of PPT related info

\* Major Events Attended

\* 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 made contact with Luciano Gaido - will be talking tomorrow, I have started on the document

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

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, have also been talking to Torsten about thisMS304 - User Support Metrics: due PM3 - MTA KFKI - have emailed to determine specific contact for this task - need to update draft and bring in comments from various people

\* Major work done during the past week by task

TNA3.1: Activity Management

PPT partially completed, up loaded and updated twice - more info required

Have been in touch with most of the Task leaders and deliverable and milestone authors

TNA3.2: User Community & Community Support Team

Candidates short-listed and invited for interview on 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

Have had meeting with Torsten to discuss help desk processes including interaction between Middleware process as well as partner NGIs etc.

\* Major Events Attended

\* Major Events Planned

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

EGI Technical Forum, September

**SA3**

\* Input on agenda items

\* Progress of open actions

\* Progress on Milestones & Deliverables

Working on PPT details - some partners have simply not responded.

648.72/732 PM currently accounted for, although this includes 60 + 79 + 30 PM in TSA3.3 (INFN), TSA3.4 and TSA3.5 for which further break-down is expected.

(The HEP manpower should reflect current and future hires).

Planning updates on TSA3.2.1/2, TSA3.3 at EGI TF as foreseen. (Also other tasks/sub-tasks).

\* Major work done during the past week by task

TSA3.3, TSA3.2.2: selection board setup for these tasks, short-listed candidates invited (board date 29 June 2010)

\* Major Events Attended

WLCG Data Access and Management Jamboree in Amsterdam: http://indico.cern.ch/conferenceDisplay.py?confId=92416

\* Major Events Planned

WLCG Collaboration Workshop in London, 7-9 July: http://indico.cern.ch/conferenceOtherViews.py?view=standard&confId=82919

The agenda and speakers for this workshop are currently being finalized, including reports / follow-up actions from the above mentioned Jamboree.

**JRA1**

Input on agenda items

None

\* Progress of open actions

No actions

\* Progress on Milestones & Deliverables

MS701 and MS702: a first draft ready for jra1 internal review - expected to be uploaded for review by the end of the week

\* Major work done during the past week by task

TJRA1.1: Activity Management

- jra1 phone conference last thursday focused on the gocdb4 deployment plan and nagios validation

https://www.egi.eu/indico/getFile.py/access?resId=0&materialId=minutes&confId=63

TJRA1.2: Tool maintenance -

New version of the operation portal released on Jun 8th

Discussion on the transition to gocdb4 ongoing - the testplan and deployment plan discussed on the period phone conference on thursday:

https://www.egi.eu/indico/getFile.py/access?resId=0&materialId=minutes&confId=63

In summary:

- formal verification through a GGUS ticket (https://gus.fzk.de/ws/ticket\_info.php?ticket=59146) of the compatibility of critical tools with GOCDB4 (immediate)

- after 24 Jun (end of the egee3 review) we will announce using all possible communication channels the large scale test that will start on 12 jul afternoon.

- Between 12 and 15 July, GOCDBPI will be pointing to GOCDB4

- On 15 Jul decide if the test was successful so that we can announce the official decommissioning of gocdb3 PI before the end of July

- the step 2. of the plan (replacing the input system) will continue during summer as described in the document to have gocdb4 fully operation before the technical forum in September

TJRA1.3: regionalisation:

TJRA1.5: Operation Portal restructuring:

\* Major Events Attended

None

\* Major Events Planned

WLCG workshop - london 7-9 Jul