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| Meeting Object | AMB |
| Editor | Steven Newhouse |
| Meeting date | 30 June, 2010 |
| Attendees | NA1: Steven Newhouse, Catherine Gater  NA2: Steven Newhouse, Catherine Gater, Sergio Andreozzi  NA3: Steve Brewer, Gergely Sipos  SA1: Tiziana Ferrari  SA2: Steven Newhouse SA3: Jamie Shears, Maria Girone (bit later due to technical problems)  JRA1: Daniele Cesini |
| Apologies |  |
| Absent |  |
| Distribution | AMB members |
|  |  |

**1. Minutes from the last meeting**

No comments on minutes.

**2. Review open RT items**

Extra field on InSPIRE-AMB RT, item type: Actions, Planning items, Notes

92: CG:Clarifying structure of the wiki: no progress

102: TF: How do we continue: SN: Provide your input by email to Michel (will be back from holiday next week)

106: TF: We need to understand with SA what are the policies that need to be picked up soon. Could this be taken up by SA.

SA: At the moment there are no policies migrated from EGEE to EGI. We need to define a template for EGI policy documents. Then upload the documents into document repository and after that update the URL. SN: second issue is operational documents: Which Operations documents need to change? Maybe Vera H. can assist.

Is it possible to have the documents on the wiki? SN: Yes, but we also need to make pdf snapshots and put them in the document repository as a time stamped record.

reassign 106 to SA, with above described tasks, only for security policies.

More documentation on best practices and policies

109: SN reports on progress

29: QA metrics ongoing

35: TF: USAG (Users Services Advisory Group) reassign to GS OTAG (Operations Tool Advisory Group). GS: write Terms of Reference for USAG and connect to the ToR Mile Stone.

47:SA no progress

50 CG 🡪 SA

94: SB: making progress

96: Q by DC will there be no F2F this month (July)?

**3. Deliverables and Milestones**

**Progress of Deliverables PM1-3**

We can now track the status of D&M in the RT.

D1.1 metrics still missing from most people

Each activity leader should provide a set of metrics for their activity. We can then later make a list for the EC Commission for the whole project.

By Thursday evening the Metrics should be sent to CG. She can then send the complete list to the PBM.

D2.1 comments should be in on Thu evening.

D3.1 PM3 SB UCSupport It is coming together. Table of contents by the end of the week

D5.1 UMD roadmap PM3 SN Table of contents by the end of the week

**Progress of Milestones PM1-3**

MS101 There is a structure

MS201 basic website, Need summary document. Who is doing the writing for that? MS501 has info on structure, MS201 should focus on content, therefore CG will write it.

MS202: template GS, SB presentation

MS301 User support contact: SB and GS are collecting data. steps: enter data in database, for MS document use a dump of the database and describe where the contacts are used, put the UCS contacts in context. SB: We should also link to D?? Draft by the end of the week.

MS401 TF: Draft uploaded and under review (INFN reviewer). SN Nominates SB as moderator. Reviewer later.

MS501 SN Moderator TF and reviewer later by SN

MS601 assigned to CSC, update yesterday, but not much progress, nobody working on it till next week. Reassigning it will not speed up things.

These early MSs are here mainly for our own benefit. Many partners are very unresponsive, or completely unresponsive.

What format do we want for the work plan? Input from PPT initial list is available. Excel would seem appropriate, but SN will come back to that later.

MS103 QR template is there, derived from EGEE one. Please have a look. Important is highlighting the issues that have come up during meetings, that have been discussed, and taken up, but not solved, should be reported as a possible problem.

The timetable. This will be late on a regular basis. QR of PM3 should be out by the end of PM4.

MS302 SB: update later

MS703 DC: update later

SN: Enter 302 and 703 in RT

MS303 Moderator??, GS reviewer

MS402 TF: input on status solicited yesterday

not ready for external review

MS404 TF: ToC ready

MS405 TF: one part ready for internal review, but waiting for other part

MS502 SN: Mature draft ready for review next week

MS503 SN: ToC, but status not known

Activity leaders are responsible to update the status in the RT

Once it moves out of AMB, Steven and Catherine should be responsible

Mile Stones: one reviewer

Deliverables: three reviewers

Moderator should make sure the reviewers get the files and return it before the deadline and get the response from the reviewer in writing. Re-edit the document and get the reviewers approval after that to move on.

**4. Work Breakdown and PPT input**

PPT input is now in a form that is uploadable. This first attempt will be this afternoon.

Updates should be entered at a later stage.

**5. Metrics**

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

**6. AOB**

None.

**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, ToC for full deliverable uploaded

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, sent to PPT by 22 June

MS103 Quarterly Report Template - AMB review

D2.1 EGI-InSPIRE Presentation - AMB review

D2.2 Dissemination Plan - ToC uploaded

MS201 Basic website with key collaborative tools - in place, summary document to be produced

MS202 Project presentation template - new version uploaded to DocDB

MS203 Dissemination handbook - ToC in progress

\* Major work done during the past week by task

TNA1.1 Activity management

- Execution plan details compiled 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 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, metrics to be added

TNA2.2 Dissemination

- Joint booth with e-ScienceTalk and EUIndiaGrid at ICT2010 approved, awaiting booth details

- June Director's Letter in preparation.

- Website content under review and being populated.

- Presentation template approved by AMB, PMB changes implemented

- Draft general presentation circulated to AMB

- Designer commissioned to design logos and style guide, first drafts commented

\* Major Events Attended

\* Major Events Planned

- EGITF 2010, Amsterdam

**NA2.3**

\* Input on agenda items

none

\* Progress of open actions

- defined metrics for NA2.3: https://docs.google.com/a/egi.eu/Doc?docid=0AagpAGKtp\_HHZGhyNzJoeF8xM2dxdDRiOGZ4&hl=en

- RT47: MoU template and framework documents - no progress this week

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

\* Progress on Milestones & Deliverables

- MS102 (RT111): got PPT details from most of the partners

- MS205 (RT118): Establishing the policy area of the website covering the policy bodies and collaborating projects

initial draft structure available: https://docs.google.com/Doc?docid=0AagpAGKtp\_HHZGhyNzJoeF8xMTVuMjRqejVj&hl=en

- MS208 (RT116): ready to review;

https://documents.egi.eu/public/ShowDocument?docid=38

\* Major work done during the past week by task

TNA2.3:

- new mailing lists for policy groups: SPG-discuss, SCG-discuss, TCB-discuss

- SPG: meeting with David Kelsey, discussed migration plan from JSPG to SPG, discussion of Term of Reference

- new version of meeting notes from DCI projects meeting - sent to partners

- staffing:

-- interview with new PDO candidate - evaluated as not suitable

-- second round interview with a selected PDO candidate; checked also reference person; suitable, will make an offer

\* 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

- RT29) QA metrics for NA3 - ongoing, still require updating

- RT93) Where in EGI does the EGI RAG fit? - to be addressed

- RT94) Define VRC Operational model - revised version of this doc nearly ready following i/p from AMB and Healthgrid meeting yesterday

- RT107) Document VO lifecycle in EGI - started investigation - Steve and Gergely talked with Rolf and Cyril on Tuesday morning

NA3 PPT data - still incomplete

Following EU info day need to update discussion doc to Board on future project opportunities

\* Progress on Milestones & Deliverables

MS301 - User Support Contacts: due PM1 - INFN - have made contact with Luciano Gaido - we have started on the document. Slow progress. Will speak on Wed.

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

MS303 - Ported Applications Website: due PM2 - GRNET - done - completed by Marios - as reported last week

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. Have continued discussions with kep people and we have also been digging deeper into current processes whilst also discussing future direction. Various draft docs defining elements of the progress in preparation.

\* Major work done during the past week by task

TNA3.1: Activity Management

Continuing to meet and brief key team members, recruiting rest of team.

TNA3.2: User Community & Community Support Team

More of team being recruited

New process being discussed and documented for discussion.

TNA3.3: NGI User Support Teams

Chasing contact details for roles within NGIs - email sent to NOC-Managers list

TNA3.4: Technical Services

Identifying and clarifying processes - documents being prepared

\* Major Events Attended

Healthgrid meeting in PAris at LAL on Monday 28th

\* Major Events Planned

EGI Technical Forum

**SA1**

\* Input on agenda items

None

\* Progress of open actions

Some updates provided into the RT system

\* Progress on Milestones & Deliverables

All relevant RT entries updated with status information

\* Major work done during the past week by task

TSA1.1 Management

Collection and revision of additional PPT information, inspire-sa1 group manually populated

Reshaping of operations material into the EGI wiki, all operations relevant content should appear under: https://wiki.egi.eu/wiki/EGI\_Operations, pages progressively edited, links to relevant egee wiki pages added for easy access to EGEE material

NGI section at https://wiki.egi.eu/wiki/Main\_Page should disappear, added list of NGIs with related links to web pages at http://www.egi.eu/production-infrastructure/NGIs/

Reshaping of SA1 meeting categories under indico

Discussion and follow up of various milestones, review of MS502

Provided comments to VRC accreditation

TJRA1.3: Middleware staged rollout

First joint meeting with NGIs (Monday afternoon meeting) on Monday this week:

https://www.egi.eu/indico/categoryDisplay.py?categId=19

Need to get updated list of gLite (plus ARC and Unicore) supported client and services (old list of supported versions dated 2009)

TJRA1.4 Operational tools

followup of GOCDB postmortem -> increasing need of availability/reliability measurement of central tools

gstat1.0 decommissioning and new issues for sites migrated to new NGIs!

In collaboration with JRA1: discussion on how to perform tool validation without impacting the production infrastructure

Need of documentation on Availability Calculation Engine (gridview development) to understand how this component needs to evolve when new OLAs will be introduced: waiting for information from James Casey

Extension of gridops.org domain for 1 additional year (INFN)

TJRA1.5: Accounting and TSA1.6 Helpdesk - nothing to report

TJRA1.7: Support teams

Discussion of COD role in validation of new NGIs and in follow up of availability/reliability statistics:

New NGI creation procedure: https://wiki.egi.eu/wiki/Operations:NewNGIs\_creation

https://wiki.egi.eu/wiki/Availability\_and\_reliability\_monthly\_statistics

TJRA1.8 Reliable infrastructure

Discussion on how to perform avail/reliab statistics validation in EGI

Open question: How to fix broken statistics in the new Nagios-based model??

Meeting with David Collados: https://www.egi.eu/indico/categoryDisplay.py?categId=28

\* Major Events Attended

Monday ops meeting, first OMB meeting, technical TSA1.8 meeting

\* Major Events Planned

WLCG workshop - london 7-9 Jul

**SA2**

Input on Agenda Items

\* None

Progress on open actions

\* MS501: Good draft. Some comments provided should be in AMB review in 24-48hrs

\* MS502: Good draft: Author away on holiday on this week. Has feedback

from SA2 and EMI to incorporate. AMB review next week

\* MS503: ToC: Chasing.

Major work done during the past week on your task

\* Early UMD quality criteria is available in the EMI wiki at

https://wiki.egi.eu/wiki/EGI-InSPIRE:UMDQualityCriteria for feedback.

\* Jabber chat room established by CESNET to support DMSU and is

available to all activities.

\* Exploring audio/video conferencing options with CESNET

\* EGI SSO will now use certificate in browser to authenticate access.

Only for EGI.eu services.

\* DMSU established in GGUS and on wiki. Used to bring distributed team

together https://wiki.egi.eu/wiki/TSA2.5\_Deployed\_Middleware\_Support\_Unit#Meetings

\* First tickets coming through from TPM to GGUS. Still need some

(minor) changes with GGUS to support proposed operating model.

Major Events Attended

\* Interviews held on Monday for CTO/TM. 6 candidates interviewed.

Taking up references for 3.

Major Events Planned

\* EGI Technical Forum

\* DCI Projects F2F proposed end of July

**SA3**

\* Input on agenda items

None

\* Progress of open actions

Still collecting PPT input data. Some more details from INFN - full details, particularly in TSA3.3 are dependent on future hires.

A question from CNRS "Is it possible to transfer some effort from SA3.4 to SA3.6 (about 20PM : 9 "unfunded" and 11 "funded")?" - how should such requests be handled? Within the WP?

\* Progress on Milestones & Deliverables

MS601 - delayed due to staffing problems and commitments at CSC. Plan to address from July 5th (based on contact points in Wiki)

\* Major work done during the past week by task

Board with 8 candidates for 3 positions in SA3 (1 in TSA3.2.2, 2 in TSA3.3) - board wrap-up later this week.

TSA3.3: prepare new release of CORAL/COOL/POOL for LHCb, prepare setup for CORAL performance tests (persistency framework / detector conditions)

TSA3.3: implementation of a plugin for the Centralized Site Exclusion framework. This plugin allows ATLAS DDM to temporary stop replicating information to Grid spacetoken endpoints with no free space. The plugin has been put into production on 29 June 2010.

\* Major Events Attended

Workshop on adapting applications and computing services to multi-core and virtualization, CERN

http://indico.cern.ch/conferenceDisplay.py?confId=89681

\* Major Events Planned

WLCG Operations / Service input to WLCG quarterly report - due 13 July (date of next WLCG Management Board meeting)

WLCG meeting with LHCC referees - next Tuesday, 6th July

WLCG Collaboration workshop, 7 - 9 July, 130 registered attendees

WLCG Collaboration board, 9 July (closed)

**JRA1**

\* Input on agenda items

None

\* Progress of open actions

No actions

\* Progress on Milestones & Deliverables

MS701 and MS702: ready for review, uploaded on the document repository

MS704 TOC created and uploaded

\* Major work done during the past week by task

TJRA1.1: Activity Management

- milestones preparation, follow up of new releases

- set up of the common release procedure

TJRA1.2: Tool maintenance -

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

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

compatibility verified through ggus tickets for bdii and sam

Large scale test announced for Jul 12-15

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:

ngi nagios validation procedure in place

TJRA1.5: Operation Portal restructuring:

MS701 for details

\* Major Events Attended

None

\* Major Events Planned

WLCG workshop - london 7-9 Jul

EFI TF