Minutes from the CRISP WP18 TelCo meeting: 31.10.2011 16:00-17:30

Present:

Frank Schluenzen (FS) frank.schluenzen@desy.de - DESY (EuroFEL)
Andy Goetz (AG) andy.gotz@esrf.fr - ESRF
Remy Mudingay (RM) mudingay@ill.fr - ILL
Bojan Nikolic (BN) b.nikolic@mrao.cam.ac.uk - SKA
Janusz Szuba (JS) janusz.szuba@xfel.eu – European XFEL
Krzysztof Wrona (KW) krzysztof.wrona@xfel.eu – European XFEL

Not Present:
ESS
GANIL – has not supplied yet the contact person for WP18

Points of discussion:
1. New contact people who have not participated in the proposal preparation have been introduced. These are Remy Mudingay, Bojan Nikolic and Janusz Szuba.
2. KW reminded the objectives, tasks, milestones and deliverables of the WP18 as outlined in the project description. Everybody present confirmed participation in the WP18
3. KW presented the summary of information from the CRISP kick-off meeting which took place in Paris on 17.10.2011. The most relevant points are:
    a. The project started officially on 01.10.2011
    b. The project structure was shortly summarized. Details are available in presentations from kick-off meeting which can be accessed via CRISP document repository
    c. The following tools are available:
        i. Alfresco Share document repository – https://wwws.esrf.fr/share
        ii. Project web site: http://www.crisp-fp7.eu
    d. Any presentation given externally for CRISP must be uploaded to Alfresco
    e. Slide template is available in Alfresco
    f. Document describing how to use logo uploaded to Alfresco
    g. If you have posted a job offer for CRISP project, send the url or pdf to Eileen Clucas clucas@ill.fr
    h. Look at the CRISP web site for the special text to be used for acknowledgement of the CRISP project in publications.
4. KW passed information from the topic coordinator
    a. There was an initial organizational meeting at CERN on 07.10.2011 between IT&DM topic coordinator and WP16, 17, 18, 19 leaders. Slides and minutes are available on indico system: https://indico.cern.ch/conferenceDisplay.py?confId=155607
    b. Access to indico is possible after creation of the "light" account at CERN: https://account.cern.ch/account/Externals/
        Please, while creating the account use the same email address as above.
    c. Regular TelCos between WP leaders and topic coordinator (2-3 month period)
        i. First TelCo at the beginning of November
    d. Twice a year face-to-face meetings on the topic level
    e. A survey will be prepared for requirements gathering. We need to prepare common questionnaire by the end of Nov. Everybody is asked to provide initial set of questions. They will be submitted to topic coordinator and harmonized with questions from other WPs. KW will find out who is the target for the survey.
    f. Internal review process
        i. People preferred rather informal process without too much overhead
        ii. AG pointed out that it would be a good idea to track who wrote the document, who reviewed it, what is the history of the document

5. Organization of work within WP18
    a. Phone conference is a sufficient form for monthly meetings
    b. Use doodle service for scheduling meetings
    c. Use indico for organizing meetings
        i. managing agenda, meeting contribution and minutes
    d. Use alfresco share for other documents and reports
    e. Use mailing list for daily work, discussions and internal WP information exchange
6. Proposal has been made and accepted that each partner contributes to the specification of requirements
    a. Initially 1 page description from each partner (see action list)
    b. This will be a base for further discussion on the next TelCo.
    c. In addition to the topic level questionnaire we should also gather more detailed information from our local customers, in particular detectors experts
7. Each RI shortly summarized where the contribution can be made given the needs, available expertise and taking into account resources allocated in this WP
    a. EXFEL – contribution to all tasks
    b. SKA (BN) – requirements, data recording, archiving, high level data model, prototyping. There seem to be less interest in data protection scheme as this is not a crucial point for SKA
    c. EuroFEL (FS) – emphasized on task 2 and 3. Concentrate on requirements from Flash and Petra3.
    d. ESRF (AG) – has seen new requirements for central data storage services, local buffering, parallel access using NFS. AG will upload his presentation to Alfresco.
    e. ILL (RM) – parallel access using NFSv4.1 and in particular access control mechanism

8. Next TelCo will be scheduled via doodle service between 1st and 8th of December, before the harmonization meeting with other projects. The harmonization meeting is mainly driven by WP16 (AAI), but the work done within WP16 affects all WPs in IT&DM.

Action List:
KW – organize mailing list
KW – organize access to Alfresco repository for those who are not yet registered
KW – send the link to CERN external 'light' account system needed for access to indico (see above)
KW – send email address for job offers (see above)
All – prepare one page description of initial requirements until the next TelCo. This should be ready in advance so everybody can see it prior to the meeting.
KW – find out who is the target for the survey organized by topic coordinator
All – prepare initial set of questions as input to the survey
KW – schedule the next TelCo