NA4 Steering Committee Meeting
26 June 2008

Next Meeting: 26 June 2008, 14:30 by Phone

Present	Group	Name
	MGT	Charles LOOMIS (CL)
☐	MGT	Vangelis FLOROS (VF)
☐	MGT	Frank HARRIS (FH)
☐	VOS	Frédéric SCHAER (FS)
	APS	Gergely SIPOS (GS)
	DUS	Christos FILIPPIDIS (CF)
☐	HEP	Patricia MENDEZ (PM)
☐	LS	Vincent BRETON (VB) + Geraldine Fetahie
	LS	Christophe BLANCHET (CB)
☐	LS	Johan MONTAGNAT (JM)
	ES	Horst SCHWICHTENBERG (HS)
	ES	Monique PETITDIDIER (MP)
☐	GO	Cécile GERMAIN (CG)
	CC	Mariusz STERZEL (MS)
☐	AA	Claudio VUERLI (CV)
	AA	Fabio PASIAN (FP)
	F	Paco CASTEJON (PC)

Action	Owner	State	Date		Description
			Opened	**Due**	
1	CL, VF	Closed	08/05/08	22/05/08	Contact Diana Cresti to see how our input can be taken into account and to express the concerns of those on the NA4 SC.
2	NA4 SC	Closed	08/05/08	22/05/08	Publicize the MATLAB trial within their communities and send contact information to CL and VF.
3	CL	Closed	08/05/08	22/05/08	Update NA4 participant mailing list and send All Hands Meeting announcement.
4	NA4 SC	Closed	08/05/08	22/05/08	Register for the All Hands Meeting and publicize this within your workgroups.
5	CL	Closed	08/05/08	22/05/08	Collect the links/information for i2glogin and add this to the RESPECT page.
6	CL	Closed	08/05/08	22/05/08	Contact the authors of GreLC again to see about use of this tool on the production infrastructure.

7	PM, VB, JM, CB, HS, MP, PC, MS, GS, FS, CL, VF	Closed	08/05/08	22/05/08	Review NA4 poster (link in text) and ensure that the material is up-to-date.
8	CL, VF	Closed	22/05/08	29/05/08	Arrange a phone meeting with Diana Cresti to discuss evolution of NA4 into EGI and support services provided by EGI.
9	CB, HS, PC	Closed	22/05/08	29/05/08	Register for the All Hands Meeting.
10	CL	Closed	22/05/08	29/05/08	Add GReLC information to RESPECT page.
11	FH	Closed	22/05/08	29/05/08	Provide compiled version of information for updated application poster.
12	CL, VG	Open	22/05/08	29/05/08	Review information from FH application poster summary and ensure that the overall message is correct.
13	CL, MP	Open	22/05/08	29/05/08	Provide Asian contact to FS so that the Asian effort for the VO support team can be found.
14	NA4 SC	Closed	22/05/08	29/05/08	Push team members to register for the All Hands Meeting.
15	NA4 SC	Closed	22/05/08	29/05/08	Provide first work plan by end of May (next week!).
16	NA4 SC	Closed	22/05/08	29/05/08	Ensure that there are no major conflicts with having the UF4 on March 9-13, 2009.
17	CL	Open	22/05/08	29/05/08	Ensure that all strategic cluster leaders are on the TMB mailing list.
18	CH	Open	22/05/08	29/05/08	Collect phone contacts for all NA4 participants.
19	NA4 SC	Open	22/05/08	29/05/08	Provide your phone numbers directly to CH.
20	NA4 SC	Open	22/05/08	29/05/08	Provide feedback for multi-platform support proposal.
21	VF	Open	26/6/08	10/07/08	Collect more information from Roberto Pugliese regarding IE and VCR request for RESPECT
22	CL, VF	Open	26/06/08	10/07/08	Probe once more for feedback from ASGC and escalate to PC if no response

23	NA4 SC	Open	26/06/08	17/07/08	Everybody should register in EGEE08 ASAP and take advantage of the early bird fees.
24	CL, VF	Open	26/06/08	17/07/08	Ensure that NA4 SC has access to relevant EDMS areas
25	NA4 SC	Open	26/06/08	17/07/08	Provide input to D4.2 Policies and Procedures document using the Twiki
26	VF	Open	26/06/08	10/07/08	Send list of trial users to Mathworks
27	VF, GS	Open	26/06/08	10/07/08	Coordinate AP team input to MATLAB/gLite integration
28	NA4 SC	Open	26/06/08	10/07/08	Provide feedback to Frank regarding NA4 information sheet

I. Previous Minutes and Actions

Previous minutes were not available. The minutes from the meeting before the last one were consulted. Most of the actions refer to obsolete items and can be considered closed.

According to Celine there are still some phone numbers missing from key NA4 personnel.

Regarding multiplatform support, Cecile has provided input for the multiplatform support. Will get in touch with people from Dashboard and security. Feedback from other disciplines apparently is still pending.

Overall, our participation in the TMB activities and meetings should be improved!

II. Deliverables

D4.1 is due by the end of June (already delayed by almost a month). Workplans should be finalized and send to VF as possible for consolidation and delivery. In detail the status per discipline is as follows:

CV: Workplan still under way. Still working on the subtasks. Claudio expressed the intention to describe tasks, related to new AA applications porting, without indication of allocated manpower (PMs) since they will be implemented by a number of unfunded people to participate in porting of AA applications without any indication of PMs that will be able to dedicate. In the end it was suggested that rough estimate for effort of unfunded personel should be provided.

HEP: Ready to be finalized. Will be send by email.

Frederic: Delay from Asia input. Patricia commended about changes in their staff and cannot provide estimate for their effort. Cecile: Same problem in GO.

Vincent: LS workplan update is still pending.

There is a problem with uploading the workplans on EDMS since people don't have access to EDMS and they are not members of the NA4 group.

Action (Cal, Vangelis): Update the NA4 group in order to include people that should have access to NA4 documents on EDMS.

D4.2 should be delivered by the end of June. A wiki page has been setup at CERN twiki to collect input from all workgroups. You can access it at: https://twiki.cern.ch/twiki/bin/view/EGEE/PoliciesAndProcedures

Action (all): Provide input for D4.2 using the above link. The document is already delayed and we should proceed with it ASAP.

III. EGEE08

Erwin has distributed a proposal for the conference program including room and day allocations for the topical sessions. Doubled checked the proposal for topical sessions. No objections, although some corrections that have been made to some session descriptions, were not present in the table that Oliver circulated. These were fixed before the document was sent back to the PC. No objection about the conveners' proposal.

IV. RESPECT

Request for RESPECT has been send by Roberto Pugliese regarding two components, namely the Instrumentation Element (IE) and the Virtual Control Room. Both have been developed in the context of GridCC and target mainly instrumentation applications. They will continue to evolve now in the context of DORII project.

No major objections were express, although their applicability (especially of IE) is probably rather limited and targeting instrumentation environments. There is no hint that either of them has been used outside the context of abovementioned projects. **Action (VF)**: Request more input from Pugliese (e.g. links to existing VCR instances etc).

V. MATLAB integration status

The first joined Mathworks/EGEE tutorial was delivered in Paris right after the NA4 AHM. 15 people attended the event. The overall feedback was positive. The tutorial gave us also the idea of the integration status. Apparently there are many things that could be improved and Gergely has expressed interest to provide input and feedback

in order to improve the integration. Also MATLAB trials should start very soon. The first group of users has been identified and the list should be send to Mathworks:

Actions (Vangelis): Send list of trial users to Mathworks
Actions (Vangelis): Coordinate with Gergely and Mathworks about closer collaboration.

VI. EGEE-II final review

A new version of the NA4 slides is available but hasn't been made public yet. VF should upload the latest slides online for public commenting within the SC. Private rehearsals have been arranged with Demo applications (HeC and Fusion). Room in CERN has been booked for the morning and afternoon of the July 3. VF should chase for presenters to be on time.

VII. AOB

EGEE08
The EGEE08 Conference early bird registration has started. Geraldine tried to register but there were some problems with the registration system that prevented her from successfully completing the procedure. This should be reported to the local organizers.

EGI_DS
The latest version of EGI_DS blueprint draft has been released. We should provide feedback on the document right after the meeting.

Frank: We should maintain a sustainable dialog and try to stay in the process in some formal way.

Provide feedback as much as possible to Bob to prepare his EGEE-III talk for the EGI workshop. Patricia to give a talk on applications. Vangelis and Frank will have a look on the slides and provide feedback to Patricia.

Dissemination
Frank will circulate a message with specific request on dissemination issues
Action (All): provide responses to the above

Summer plans
Fred raised the issue of people leaving for holidays in the coming weeks thus we should clarify what is expected from NA4 during July and August (deliverables, quarterly report).

Next meeting: July 10, 2008, 14:30 by phone.