Date of Session	Thursday 25th November 2004
Time of Session	14:00 to 15:45
Venue	Mariszaal 1 (MARI1) at the EGEE conference
Chair	Malcolm Atkinson (NA3)
NB	*I have deliberately planned using 15 minutes of the break*

Purpose:

1. To establish improved dialogue and coordination between SA1, NA3, JRA1 & JRA3;
2. To plan and commit to a training programme that supports gLite development and adoption;
3. To begin to coordinate gLite and OMII planning with respect to training and platform adoption.

Suggested Focus:

All speakers should focus on their viewpoint with respect to the following:

1. The timing and identification of their roll out and expected take up;
2. The timing and identification of training requirements and any arrangements already in place for meeting these requirements;
3. The provision of training resources, such as documentation, expert help with early courses, t-Infrastructure, tutorial examples, hands-on exercises and skill / knowledge targets.

Note on t-Infrastructure:

Training requires particular support from infrastructure providers and so we designate that infrastructure t-Infrastructure. The relationship between t-Infrastructure and e-Infrastructure can be characterised as follows:

1. The t-Infrastructure emulates the e-Infrastructure as accurately as possible with respect to the technical, operational and management issues being covered by courses using the t-Infrastructure, with the proviso that
2. The version of e-Infrastructure may be a future production operation target
3. The arrangements for authentication will permit rapid certification at or just before the start of the course
4. The arrangements for authorisation may restrict imposed loads compared with normal use or not exist because the t-Infrastructure is operated in isolation
5. The requirements of a course are that demonstrations must run at the moment they are needed in a courses and exercises must run just as the students reach that exercise, therefore, reserved / pre-booked capacity must exist to give guaranteed response during the course.

Agenda:

Each allocated slot should include at least 5 minutes for discussion / clarification.

14:00 – 14:05	Introduction	Malcolm Atkinson
14:05 – 14:25	OMII Platforms and Plans	Steven Newhouse
14:25 – 14:45	gLite Platforms and Plans	JRA1 to identify
14:45 – 15:05	SA1 Platforms and Plans	SA1 to identify
15:05 – 15:15	Training team Plans & Needs	David Fergusson
15:15 – 15:35	Discussion on the integration & interaction of these requirements and plans with training	Malcolm Atkinson (chair)
15:35 – 15:45	**Commitments and Actions**	

Individuals, or pairs from two activities will be identified / volunteer to follow up each issue and deliver a result that resolves the issue and feeds the training plan, development plans and roll out plans.

Known Issues:
*We should table here **in advance please** all the known issues each of SA1, NA3, JRA1 & JRA3 bring to the meeting – so we can be sure discussions and actions address them.*

SA1:

Notes about tutorial organization
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1. General remarks

1a) Tutorials should be given by people with proven specific experience on the matter they teach.
   For instance, user tutorials on specific middleware components should be given either by people
   who have exercized a lot the component, or given user support on it, or made some developments, etc.

1b) Knowledge should be spread from "experts" down. A trainer candidate should go under appropriate
   training and possibly do some experience close to the experts.

1c) Prove of good communication skills should be requested to teachers. They should have a good
   past experience in teaching. Past attendance to communication courses should be required.

1d) Beginners in Training should be always reviewed with reviewers present in the audience. Beginners
   should never be left alone in this task. They should be helped out till proven to be independent.

1e) Tutorials should go through rehearsals to ensure quality.

1f) Slides of the presentations should always be reviewed by experts before the tutorial. They should
   describe the current release of the middleware (currently there are slides reporting on functionalities
   present in EDG 1.4 and no longer there).

1g) Hands-on sessions should always be lead by at least 2 people.

1h) Good print-out material, web pages, and examples distributions (tar files with real examples that
   were previously tried out and shown to work) should be available for all courses.

1i) General documentation should always be mentioned in slides and be available at the WEB site for
   that particular training session

1l) If GILDA is used, verify the functionality of the testbed before each tutorial. Basic WLM and DM

operations should work smoothly.

2. Material Organization

2a) Collect and Organized course material for future use. Material should be organized per "argument"
or course type.

2b) It would be nice to have a CVS repository for exercize and code examples as done in EDG.
(http://hep-proj-grid-tutorials.web.cern.ch/hep-proj-grid-tutorials/)

2c) Each type of course should include manuals on the course and detailed description of exercizes and examples.

2d) Video tutorials as done for GILDA
(https://gilda.ct.infn.it/video.html) should be provided.

3. Specific training needed in the SA1 group/operations

3a) Basic system administration for general services

3b) OpenPBS, LSF, Condor system administration

3c) Installing an LCG-2 site: LCFGng and Manual Installation

3d) Running and monitoring basic Grid services (BDII, RB, CE, WNs)

3e) Integration of specific batch systems in an LCG-2 CE

3f) Security and VO Management

3g) Monitoring Tools

JRA1:

JRA3:

NA3: