

Action list for ESC (51) - 24 March 2005

Attendance (alphabetic order)-----
Alistair
Andy
David
Jan
Marco
Ognjen
Piotr
Rainer
Ron
Torsten
Wolfgang

Apologies

Andrea
Flavia
Gilles

Priorities for the next four weeks (in descending order of priority)

51.0 -----	WP	-> Status
51.1 Further identification of supporter groups and people to populate them	WP4	->
51.2 Document what is expected of supporters' groups	WP4	->
51.3 Realistic plan for the service verification at the end of June	WP0	->
51.4 Clarification of plan for training both e-training and classroom	WP6	->
51.5 Agreement with at least one VO on integration plan	WP3	->
51.6 Get a student to work on the e-training project	WP0	->
51.7 Document the escalation procedures	WP4	->

Actions (minor things which should be dealt with quickly)

51.00 -----	Person	-> Status
51.01 Ensure that 47.03 is completed	Alistair	->
51.02 Ensure that 47.04 is completed	Alistair	->
51.03 Ensure that 47.12 is completed	Andy	->
51.04 Ensure that 47.14 is completed	Flavia	->
51.05 Ensure that 47.15 is completed	Jan	->
51.06 Ensure that 47.19 is completed	Wolfgang	->
51.07 Update the action list from ESC(47)	Alistair/ Torsten	-> done
51.08 Publish action list from ESC(51)	Alistair/ Torsten	-> done
51.07 Make PDFs of all .txt documents on the web site and hide the .txt	Torsten	->
51.08 Tidy the structure of the documents on egee-docs and hide obsolete	Torsten	->
51.09 Put the report from wp2 (Gilles) onto web site	Alistair	->
51.10 Make available the new document about the use of GGUS with the CIC	Piotr	->
51.11 Have a phone meeting with the KA team around 4 April re CIC	Piotr/ Wolfgang	->
51.12 Send an e-mail to the esc list with link to WP4 document	Alistair	->
51.13 Comment on the WP4 document	All	->
51.14 Clarify the documentation on the supporters groups	Flavia/ Torsten	->
51.15 Identify a student to work on the e-training material	Alistair	->
51.16 Discuss the document with Flavia/ Gilles re VO support lists	Alistair	->
51.17 Make arrangements for a ESC meeting at EGEE-3 and inform members	Torsten	->

Carried forward at ESC (51)

47.03 Provide second line support contacts to Alistair	Andrea	-> Clarification required from WP3
47.04 Provide operational instructions for SODs	Alistair	-> ~done - more work required
47.12 Identify a replacement for Pearce in UK	Andy	-> Work in progress
47.14 Publish presentation from WP6 on egee-docs	Flavia	-> ?
47.15 Review WP6 presentation and provide feed back to Flavia	Alistair/ Jan	-> Ongoing with Jan
47.19 Provide updated status on GGUS handling on user response email (UK)	Wolfgang	-> In test

v 51.3 - Torsten Antoni - 30 March 2005
v 51.2 - Alistair Mills - 24 March 2005
v 51.1 - Alistair Mills - 24 March 2005

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