


## Minutes of 1<sup>st</sup> UIG steering committee meeting 21.06.06

### Present

NA1 F.Harris (Secretary)  
NA2 O.Appleton  
NA3 B.Hamill (Chair)  
NA4 C.Loomis  
SA1 T.Antoni,A.Mills  
JRA1 J.White

Agenda <http://agenda.cern.ch/fullAgenda.php?ida=a063025>

09:30	Review of mandate (15') (  <a href="#">document</a> )	Hamill,B
09:45	Review of available manpower (15')	Discussion(ALL)
10:00	Definition of first (simple) milestone and workplan (45')	Discussion(ALL)
10:45	Next meetings (and AOB) (15')	

### 1) Review of mandate

The mandate was agreed with the proviso, emphasized by AM, that we must be focused in our objectives and produce something simple quickly, and certainly something that could be demonstrated no later than EGEE06. (see later discussion on workplan).

It was agreed that we must invite JRA2 to be part of the UIG.

*ACTION BH to contact GZ to invite JRA2 to participate*

### 2) Review of available manpower

A roundtable discussion followed :

**NA1** FH will act on UIG ensuring project is providing sufficient effort, and also providing, as necessary, a linkage between activities work on the UIG. Probably at 30+% level for this start-up phase

**NA2** The main effort will come from OA. NA2 also provide general infrastructure support for 'publishing' within the project. They have resources supporting web technology.

**NA3** BH is acting as chairman. Within NA3 there is work going on in e-learning modules which is relevant. Also one should use work on 'digital library repository' by B.Low and get feedback from training via M.Mineter and G.Warner.

**NA4** CL is following closely this start-up phase. Later his new 'admin assistant' will play a key role. NA4 personnel will play roles following naturally from their remit for supporting applications, and, in particular, will play significant contributions to provision of documented use cases. There is an EGEE NA4 post at UEDIN which is earmarked to contribute to the UIG work (see WBS).

***ACTION** BH to clarify who is NA4 person at UEDIN*

**SA1** AM will act as main contact for SA1. TA, as GGUS chief, will naturally play an important role in ensuring we have correct user information for GGUS. AM reminded us of the existence of a 'User Guide', but we must check on who is responsible for this, and what is its current status. One would expect to extract from this some material for use cases.

***ACTION** AM to check on current status of the 'User Guide', and its support*

**JRA1** JW reminded us that JRA1 is full of developers who do not naturally produce user-friendly documentation. They have a specific person at Amsterdam who could contribute to user documentation (what to be defined). JRA1 would see themselves as good candidates for verifying the correctness of documentation, and warning of necessary coming updates. JW is keen to work on a particular use case for security for naïve users (see workplan discussion)

### **3) Definition of 1<sup>st</sup> simple milestone and associated workplan**

A broad discussion followed covering the need to take advantage of what we have now, and to, in parallel, investigate best ways to pursue developments, such as our modular use cases, in a manner that was sustainable.

We already have, from NA2, links to 'user information' from the public site.

<http://www.eu-egee.org/>

Also NA4 have a new website under construction which provides the application view of relevant information.

<http://egeena4.lal.in2p3.fr/>

We should also be aware of link to LCG user manual

<http://edms.cern.ch/document/454439>

and documentation links from GGUS page

<https://gus.fzk.de/pages/docu.php>

## **We agreed the following**

- The first milestone is to have ‘something’ coherent to demonstrate no later than EGEE06 linking the current relevant work by the activities, and also showing first examples of use cases

### ***Specific Actions***

- OA and FH to follow-up on the relationship between the NA2 user links and those provided by the NA4 portal. And to recommend appropriate changes/actions. Actions to be taken as soon as possible. In doing this work we will also look at links to key information from SA1 (user manual, GGUS etc..)
- BH + UEDIN to think strategically on whole vista of information to be presented to users, and to rethink the process of presenting via web pages. In particular how to deal with presentation and maintenance of use cases. Later discussion brought up the desirability of this work relating to immediate work by JW on use case of security procedures for naïve users.
- JW will work on use case of security procedures for naïve users and relate to work by Edinburgh
- BH to suggest ongoing development and review process (e.g. construction site) so UIG can follow ongoing work

AM suggested we might define our organization in terms of ‘workpackages’ with specific responsibilities. A possible structure (and allocation of effort) could be:

- **Administration** (meeting organisation, minutes, chasing people and coherence..) (FH)
- **Commissioning of work** (overall strategy and planning...) (BH, CL....)
- **Publishing material** (OA et al)
- **Reviewing process** (JW, GZ, ...)

### **Where are the Indians?**

The problem of such a formal structure can be that it invites the question of ‘where are the worker-ants’? We must get these identified and involved a.s.a.p. We have suitable people in NA4, NA3, SA1...etc... However, prior to engaging the ‘workers’ we must set an example by defining and demonstrating a framework for people to work in.

#### **4) Next meetings and modus operandi**

We agreed to have monthly phone confs of an hour on Wednesdays (0930-1030) avoiding clashes with the TCG.

*Next meeting 0930 July 19*

In meanwhile communicate by mail using distribution list set up by OA. We should soon define a broader system for communication using construction website, Wiki etc...

## UIG ACTION LIST

No	Date in	Who	Subject	Deadline/Status
1	21/6/06	B.Hamill	Invite G.Zaquine to nominate JRA2 rep	Done on 22/6...GZ will act
2	21/6/06	B.Hamill	Identify NA4 person at UEDIN (to work on UIG)	ongoing
3	21/6/06	A.Mills	Clarify status of LCG User Guide	ongoing
4	21/6/06	F.Harris/O.Appleton	Look at current status of NA2,NA4,SA1 links to user information and establish a first level coherence	To be completed by Friday July back to UIG steering
5	21/6/06	BH + UEDIN	Brainstorm on best mechanisms for storing and presenting material in a sustainable manner. Concentrate on use case presentation in first instance	To report back a.s.a.p, and ce meeting of 19 July
6	21/6/06	J.White	Work on use case of security procedures for naïve users, and relate to action 5	Work started now by JW...he with BH et al for action 5
7	21/6/06	BH+FH et al	Define processes for group to work ...eg. Our own web site, construction site etc...	Ongoing...looking, for exampl works
8	21/6/06	FH+C.Loomis	Making NA4 aware of their required contribution to use cases	FH will do so as of 23/6/06. Ca return