No	Date in	Who	Subject	Deadline/Status
50	10 Dec	All activities	Complete the task mapping to the November project proposals and clarify any outstanding points with the proposal coordinators before the AA meeting. **21/01:** The reason why it has taken a long time to set up the server is a heavy work load on their side, there are no other major issues reported.	AA meeting
38	F2F meeting	SA1	Biomed and one other from NA4 to resolve VO specific tests. **01/10:** SA1 and NA4 met at the EGEE'09 in Barcelona concerning the VO specific tests. (For more details, see Cal's report). Still waiting for the response from some VOs, however they are likely to accept. Bob: We still need to get confirmation from the SSC that they wish to have this kind of testing. Maite: We have agreed that the best way of doing this is for each site to set up their own VO specific testing. **29/10:** Prototype ready for biomed test bed, final version should be done before end of Nov. All new VO specific test bed activities will be documented. Action still open, report on progress. **21/01:** Will be discussed after the AA meeting.	Ongoing
49	26/11	Steven, Bob	Get agreement from the coordinators of the above mentioned projects to share the info in their proposals.	Closed
48	29/10	All	Think of areas of interactions with DEISA and GEANT. Report to AMB.	Closed
40	F2F meeting	Francesco and Oliver	Clarify who should oversee the product teams once the JRA3 and SA1 management form a prototype Middleware Unit. Leadership of the product team is on a team-by-team basis. A list of the product team leaders has been produced and will be recorded in a TMB document soon to be published. **29/10:** https://edms.cern.ch/document/1041827/1	Closed
47	15 Oct	Bob/Gabriel	Move MNA1.5 "Status of transition to a sustainable infrastructure" from PM19 to PM21 so it corresponds to the All-activity meeting (1-2 Feb). The milestone would be the AA meeting and the summary report we produce as output. **29/10:** The change has been made, will appear in the new DOW document.	Closed
8	AA meeting	All activities	Provide titles (and EDMS links) of all process, policy and procedure documents within an activity (deadline: 25 Feb'09). Some example items for NA1 are in the spreadsheet on the sheet marked 'Documents' provided by Steven. (The mentioned documents can be found at http://indico.cern.ch/conferenceDisplay.py?confId=47148) The action aims at collecting key documents within EGEE that can be of use for EGI. Example: Policy-, Security-, Operations-, User Documentation etc. These are being collected by Steven. 02/04/2009: More work needs to be done on this document. To be further discussed. 13/08/2009: Complete excel spreadsheet following NA1 & NA5 examples 17/09/09: Some lists are still missing.	Deadline 17th September 2009 Done

AMB action list 2009

			01/10/09:	
35	16 July	All	Please provide names of moderators and reviewers to the Y2 list of deliverables which will be circulated by Gabriel. **17/09**: A few names are still missing.	Done
39	F2F meeting	JRA1	Let the project know if the 2007 gLite transition has been completed, or not.	Done
41	F2F meeting	Bob and Steven	See if the User Forum Steering Committee group can be included/mentioned in the EGI_DS D.5.5 document.	Done
45-43	F2F meeting	AMB, SA3, SA1, JRA1, Steven, Bob	Continue discussion offline concerning the large scale testing. Provide feedback to EMI on the subject Make sure that text on production teams is consistent with the Pilot Services. Continue the discussion on whether the Pilot Services should continue and how this process should be worded in the DOW.	Done
42	F2F meeting	Vangelis	Contact Marius to see if the applications database can be publicized better. Create a map of applications per country; this could also be linked to the real time monitor.	Done
36	F2F meeting	AMB	Convert the material on your review slides, with the notes takien during the meeting, to generate a response by 11/9/09.	Done
34	110609	Gabriel	Update and send around link to deliverables and milestones review webpage. Review the dialog forms usage.	Closed
32	14 May	All	Send metric reports to Gabriel of the last quarter, these will be included in the periodic report.	Closed
22	30 Apr	SA1 +NA4	Clarify which deliverable that reports on the usage of the seed resources. (Comment 16 in EGEE-II final review reply document.) Some information must be included in the NA4 deliverables. Action NA4 to write paragraph on seed resources, add to DNA4.4.1.	Done
33	14 May	EGEE PO	Circulate review presentation templates ASAP.	Done
21	30 Apr	NA2	Check url in comment 3 in the EGEE-II final review reply document.	Done
30	30 Apr	AMB	Check with which other Collaborating projects we have a dependency, will they be available also during an extension? (For ex ETICS)	Cancelled
25	30 Apr	Francesco	Put the last version of the gLite consortium document online send the link to the AMB.	Done
24	30 Apr	Steven	Compare comment 25 and 27	Done
23	30 Apr	Steven	Add statement to comment 21:"This will be reported in PM 18".	Done
27	30 Apr	Gabriel	Add a phrase to comment 33 concerning CMMI	Done
26	30 Apr	Steven	Reword comment 31.	Done
31	14 May	EGEE PO	Send reviewers' reading list to Catherine	Done
5	5 Feb	Gabriel and Catherine	Look into how the project's milestone documents can be put online to improve their visibility. 02/04: Suggested list of documents will be circulated by mail. 16/04: Milestones doc to be updated. 14/05: Done, but action should be updated with milestones from PM 11 and with the reviewers' reading list.	Done
29	30 Apr	Kristina	Update call for abstracts page with comments received from the AMB.	Done
28	30 Apr	Steven	Send final version of RESERVOIR MoU to Ignacio to get his	Done

			input.	
18	16 Apr	All	Gabriel has circulated a list of reviewers and moderators missing for the milestones and deliverables, please have a look and send your input to the list.	Done
9	19 Mar	All	TOC for all PM11 deliverables ready. All missing TOCs (NA2, SA1, SA2, SA3 and JRA1) to be provided by the meeting on 2 April. All TOCs received except NA2 milestones. Will be done next week.	Done
16	26 Mar	Bob	Raise the point of SSC meeting and whom to invite with Juergen. 02/04: Bob has initiated this, no response so far.	Closed
19	16 Apr	Catherine, Danielle, Bob	Catherine to forward list of suggested demos and ask Danielle to send video links. Bob will contact Enrique to get his input on the choice of demos.	Done
20	16 Apr	All	Please send your suggested names for the EGEE'09 PC list to Kristina.	Done
10	19 Mar	NA4	NA4 to come up with a short list of 2 application demos, and keep a potential third on reserve for an infrastructure demo for the review. Deadline for decision: 16 April.	Closed
14	26 Mar	All	AMB representatives to check the review recommendations document to ensure the information requested is correctly included in the deliverables. 02/04: SA1 and NA5 comments still missing. 16/04: Please send your feedback before the next AMB.	Closed
17	2 Apr	KG	Make sure to order sandwiches for demo people during review.	Closed
7	AA meeting	All activities	Follow up on AA meeting with tasks in spreadsheet. Deadline 25th of Feb. Bob will send around the EGI-DS 3.2 draft document on EGI functions.	25 Feb
6	5 Feb	NA3, NA5	Provide reviewers (see list of milestones and deliverables) with answers.	20 Feb
31	11 Dec 16 October 26 June	All	Deadline end of January for AMB members to check whether their pages require updates and return the annotated spreadsheet to Catherine Gater. JRA1, NA3 are still to give their input. NA2, look at EGEE User Questions-page. Bob, ask EAC members to review webpages gLite site revisited and cleaned (SA3). Florida: See if anyone from the CPs is interested in reviewing the web pages, target the dissemination teams (Deadline end of April). Security page also needs to be updated (Chris Witzig). EGEE website. **Nominate a person** to check the content/maintain the pages the activity is responsible for. **Send responsible names to Anne-Lise.** * Input needed from SA1 (PPS).	End January 2009 ASAP End April End of March End of March Ongoing

			* Full website review by NA1	
1	8 Jan	NA2 + Gabriel	Update EGEE Documents web repository with finalised documents. Always link to pdf versions unless a "live" document.	Done
48	26 Novemb	All	Suggest discussion points for the upcoming AA meeting. Propose delegates from your activities.	Done
3	8 Jan	NA1 + Gabriel	**Action NA1**: Send around template for the country report. **Action Gabriel**: Publicize the material of each country's matrix.	Done