

GridPP Technical Board: Minutes of meeting	
Meeting number	3
Date:	20-Mar-2002
Present:	P.Clarke R.Middleton, Ben West, Steve Fisher, Dave Colling, John Gordon, Andrew McNab, Gavin McCance and Richard Hughes-Jones (by phone from 11:30am).

1. Summary of ACTIONS

1.1 General Actions

Number	Who	Description	Status
TB-1-1	P.Clarke	Send blank GridPP reporting table to Paul Anderson and Andrew McNab. Put names of GridPP supported posts in first.	Done
TB-1-2	R. Middleton	Clarify with PMB which effort should be included in returns to DataGRID, including PPARC student and EPSRC core.	Ongoing
TB-1-3	R. Middleton	Prepare simple table to publish posts awarded, institute awardee to, PI, and purpose/WP they should work on.	Done
TB-1-4	All WP Contacts	Submit projected total PM delivery to WP based upon all people in post. Count only GridPP funded posts. Do this for end 2002 and end 2003.	Ongoing
TB-1-5	P.Clarke	Send round the text-reporting template he used for WP7 to report on the GridPP work. GridPP WP managers to test-drive this for next Quarter.	Done
TB-1-6	All WP contacts	Ensure you send both spreadsheet and filled in template as above to UK TB Chair and EDG manager (R. Middleton) for subsequent quarters.	Done
TB-1-7	P.Clarke	Send WP7 numbers to R. Middleton for Q4	Done
TB-1-8	P.Clarke	Set up meeting to define GridPP applications effort management scheme, with F. Harris, N. Brook, and R. Barlow. (Meeting during CERB review week)	Ongoing
TB-1-9	All WP contacts	Send Testbed functionality targets for 1 st Jan and 1 st July in all subsequent years to P.Clarke	Done
TB-1-10	P.Clarke A.McNab J.Gordon	Define testbed rollout and support in detail for further discussion, and submission to OS committee. Include concept of defining and running validation tests	Done
TB-1-11	J. Gordon	Talk to David Boyd re support centre involvement.	Ongoing
TB-1-12	R. Middleton	Try to find a larger room for application writers workshop (using whatever magic possible)	Done
TB-2-1	F. Harris, S. Fisher	Ask WP8 contacts which category they want to be and find out which sites they need to be cat-1 sites.	Ongoing
TB-2-2	D. Colling	Check timescale and plans for Solaris support.	Done
TB-2-3	J. Gordon	To consider testbed support role at RAL further and continue to be the connection between GsC and GridPP.	Done
TB-2-4	P. Clarke, B. West	Contact each WP to ask them nominate two people for this role.	Ongoing
TB-2-5	R. Middleton	Clarify who is in testbed, who wishes to be in it, and how to define it. A draft set of criteria for participation is to be set.	Done
TB-2-6	RAL	Report on IS and LDAP progress.	Done
TB-2-7	D. Colling	To investigate the status of SAM based experiments and	Done

2. Adoption of agenda

The agenda was adopted without any additions.

3. Minutes and matters arising

The minutes were adopted without any additions.

4. H.323

Recent H.323 based meetings indicate that it may not be stable enough to continue to be viable for future meetings. Use of H.323 MCUs in a general way is not working and it only makes sense to use site MCUs when there is a local GridPP person present to keep an eye on things and the meeting core is at that site. As a matter of policy it would be good to have a phone conference fall back available for future meetings.

ACTION : TB-3-1 : JCG to explore using the UKERNA pilot H.323 service and to cost the effort of supporting such a service.

5. Meeting Schedule and Format

There was a lengthy discussion as to the nature and format of future meetings. How many per quarter should be face-to-face ? Should there be joint meetings with the EB ? Should there be open technical meetings ? When should the meetings be scheduled ?

There was unanimous agreement for the joint meetings with the EB, and a significant majority voted for this to be in the 2 weeks leading up to the end of a quarter (and hence just before reports are submitted to EDG). The applications reporting through the EB (described later in the minutes) will form part of this meeting.

It was also agreed that open technical meetings are important with many reports having been received supporting their usefulness in the past. However, these in the future should follow specific themes with about 1 per quarter. When possible these should form part of the 3-times per year Collaboration meetings. Status report style meetings are generally to be discouraged. It was noted that with the Application Builders meeting in January this style of meeting was already in hand.

AGREED: 1 meeting per month

- 1 TB per quarter on deliverable review face-to-face and semi-joint with the EB. AQ approx 2 weeks before end of quarter.
- 1 per month TB face-to-face to cover issues (e.g. testbed rollout support)
- 1 per month Open Technical Themed Meeting to be included with the GridPP Collaboration meeting when possible (subject to PMB/PM approval) - otherwise standalone.

ACTION : TB-3-2 : RPM & NB to set dates, for rest of 2002, Thursday to be preferred...consult Nick Brook about this first - set dates for next 12 months.

6. Quarterly Submissions

The quarterly submissions were reviewed. Most information was received on time, but NOT ALL ! The submissions will be consolidated into a report to the PMB (for subsequent presentation to the Oversight Committee).

Dave Colling expressed concern on how to monitor the detailed work of non EDG tasks...it is expected that this will be covered by the EB reporting being put in place.

7. Testbed Rollout

Concern was expressed on the current state of UK sites with respect to the TB1 software rollout, in particular, the perception of GridPP "clients" in this process. It was noted that the testbed support email list had been set up, but it was felt that the TB needed to be more proactive in arranging for help for sites and to make sure people are informed in general.

Steve Traylen has produced an "LCFG Setup Experiences" document which is a big step in helping to sites up and running. However, this is a moving target and technically it is still quite difficult to do. The EDG release v1.1.3 is expected at the end of this week and V1.2 is set for end of March. Steve Traylen could be available to help other external sites.

Improvements to the TB and Technical areas of the GridPP website were proposed and are encapsulated in the associated actions.

ACTION : TB-3-7 : John Gordon to push out the rollout produced documents)document (having first refined it) via the PMB and Steve Lloyd to CB members.

ACTION : TB-3-8 : Andrew McNab to contact Steve Traylen on helping other "WP6" sites getting going with LCFG.

ACTION : TB-3-9 : Ben West to improve the TB area on the web page - adding TB related material as appropriate (e.g. add minutes of TB meetings, calendar of future meetings, TB

8. Applications Reporting

LHCb-UK is doing a pilot run using a spreadsheet and pro-forma report template for this quarter (very similar to the TB). After suitable review and revision of this pilot all EB reporting will use these templates. Each quarter, reports will be sent to the EB chairman for evaluation just prior to an EB meeting (co-located with the quarterly TB deliverables review meeting and joint in the afternoon). The reports will be reviewed by the EB meeting in the morning and issues outstanding discussed in the joint EB/TB meeting in the afternoon.

9. Next Technical Training Meeting

The next training meeting will be an open technical session at the GridPP Collaboration Meeting in Manchester (9/10th May) with the theme on Resource Brokering.

ACTION : TB-3-13 : Peter Clarke to consult Tony Doyle/PMB on putting an open themed technical session into the collaboration meeting, thus replacing the technical status reporting part.

10. AoB

No AoB

11. Next Meeting

The next meeting was not fixed yet.