Meeting:	Teleconf#04	
Date and Time:	Fri 26th Jun 2015, 11am (1 hour)	
Venue:	Adobe Connect	
Agenda:	https://grid.ifca.es/wiki/INDIGO/WP2/Meetings	

1. Participants

Name and Surname	Abbr.	Organisation	Membership[1]
Fernando Aguilar	FA	P0 IFCA-CSIC	
Jesús Marco	JMdL	P0 IFCA-CSIC	
Ignacio Blanquer	ET	P1 UPV	
Antonio Rosato	AR	P2 CIRMMP	
Davide Madonna	DM	P6 ICCU	
Laura Beranzoli	LB	P9 INGV	
Eva Cetinic	EC	P10 RBI	
Davor	D	P10 RBI	
Giacinto Donvito	GD	INFN	
Cristina Knapic	CK	P10 RBI	
Federico Zambelli	FZ	P8 CNR	
Sandro Fiore			
Riccardo Smareglia			
Sara Coelho	SC		
Hilary	H	TRUSTIT	

Apologies: Alexandre Bonvin, etc.

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[1] Member, Observer, Sec Support

2. AGENDA BASHING

Review of Annexes D2.1 (v2 updated versions)

JM ask for updates to different partners. ICCU are on the way to finish the annex. DARIAH people have added all that they have, so there won't be more versions.

In general we are in good shape regarding the annexes.

Status Deliverable D2.1 and plan to forward it to JRA team

Peter Solagna and Ignacio Blanquer are setting up the D2.1 document. They are pretty much satisfied with the feedback from the partners but in some cases they miss something to understand what is needed. They need some more information from certain partners to know what the gaps are.

Annexes need to go through JRA to achieve the last version, but these files will be "alive" files that will grow and change during the project life. The needs will probably change also.

One of the most important tasks done up to now is the following table, that tries to get the requirements of the community in a simple view:

https://docs.google.com/spreadsheets/d/10LYbk-V5Y7YeYLY9KVaLRDcgWTR293-ZUxIlsIac2oQ/edit?usp=sharing

Table 1:

https://docs.google.com/spreadsheets/d/10LRDHuJWXQaRR87PUsAxC4OaC1oYg6yceXu0DKWjpcQ/edit#gid=0

This table will help architecture team to know what the most feasible solution for each case is. This table will be reviewed and distributed to other WPs. It has been completed due to technical understanding of the solution by PS and IB.

In some annexes a technical solution has been included, but it needs to be evaluated by the architecture team.

Regarding the support and requirement gathering for INDIGO partners an OpenProject instance is running, but it won't likely be used before the end of the summer (too early yet). From outside INDIGO, ggus ticket system.

If the table provided is useful for Valencia meeting, D2.1 should be finished after that.

Action 2.1.3: Community Requirements table ready to be reviewed. DL: Wednesday 1st July (PS, IB)

Action 2.1.4: Community Requirements table reviewed by communities. DL: Friday 3rd July (ALL)

For the rest of sections no questions, everything is more or less clear.

Work on deliverable D2.2

The situation is not completely clear because there are 3 different tasks in 3 different work packages related to dissemination, communication and outreach: WP1, our T2.4 and WP3. Coordination is complex.

EK: More information is needed to complete D2.2, but the deadline could be extended (we aim to end it at mid july), so there is time yet.

SC: Separate dissemination, communication and outreach is not easy. The creation of a Task Force over the three task of the different WPs can help a lot.

We have to sent to the communities a clear message in order to guarantee sustainability.

LINK DOC

Action 2.2.3: Send community events to Eva. DL: ASAP. (ALL)

Action 2.2.4: Report Task Force Proposal (JMdL).

After D2.2 we need to determine which events would be the best and how to communicate there to get the best impact.

3.   Actions

ID	Resp.	Description	Status[2]
A2.1.1	PS, KS, FA	Develop a questionnaire/template for requirements from user communities. Start from a guide closer to researchers. Initial target: before Lisbon meeting (18th may).	CLOSED
A2.2.1	JMdL, FA, MR	Develop a discussion scheme for these issues in the Open Data session at EGI Conference (LW, EMSO and CTA invited to join the meeting and present) (Action on Jesus/Fernando in contact with Paolo/Max in EMSO and Angelo in CTA and confirm them with Lukasz).A2.2.1 JMdL,	CLOSED

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[2] NEW, OPEN, CLOSED, REJECTED

FA, MR,

A2.3.1	FA	Start compiling the info required for the TEST use cases. Action on Fernando (to trigger the discussion and circulate the initial template provided (on Friday) by Alexandre, see also wiki). Target: before EGI conference	CLOSED
A2.4.1	All	Start compiling a list of events of interest for the different partners in relation to INDIGO. Assigned to all partners but see below as this action will be more general within INDIGO.	OPEN In progress
A2.1.2		Determine the method we will use to manage requirements: describe requirements handling process, tool to use (OpenProject, RT, other), etc	OPEN In progress
A2.1.3	PS, IB	Community Requirements table ready to be reviewed. DL: Wednesday 1st July	NEW
A2.1.4	ALL	Community Requirements table reviewed by communities. DL: Friday 3rd July (ALL)	NEW
A2.2.3	ALL	Send community events for dissemination to Eva. DL: 7th July, the earlier the better.	NEW
A2.2.4	JMdL	Report Task Force Proposal	NEW

4. Date for Next Meeting

The next meeting will take place 9th July Thursday 11h (TBC).

There being no further business, the meeting concluded at 12:00.

Minutes prepared by   Fernando Aguilar, Fri 26th June 2015

Minutes corrections (before next meeting):