

'Science Gateway primer' Virtual Team

Meeting	Cisco WebEx Conference
Date & Time	Wednesday 13 Jun 2012, 10:15 CEST
Host	EGI.eu / Amsterdam, Netherlands

PARTICIPANTS	2
AGENDA	2
NOTES	3
VIRTUAL TEAM INTRODUCTION & SCOPE REVIEW	3
GENERAL PROJECT INFORMATION	3
REVIEW VT OUTPUT AND TASKS	4
ANY OTHER BUSINESS	5
NEXT MEETING	5
POST-MORTEM	6
COMMENT 1 – CLARIFICATION OF CONCEPTS	6
COMMENT 2 – WEBEX PARTICIPATION LIMIT	6
COMMENT 3 – WEBEX RECORDING CAPABILITIES	6

Participants

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Peter Kacsuk	PK	SCI-BUS, MTA SZTAKI
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Rubén Vallés Pérez,	RP	SCI-BUS, University of Zaragoza
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Ricardo Graciani,	RG	DIRAC, University of Barcelona
Shayan Shahand	SS	AMC
Roberto Barbera,	RB	University of Catania & INFN
Giuseppe La Rocca	GR	INFN
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Note: I might have missed some participants, specially the phone calls.

Agenda

1. Virtual team introduction & scope review
2. General project information
 - a) VT support tools (mailing list, wiki, webex)
 - b) VT leader (open call)
 - c) Define VT meetings periodicity & end date
3. Review VT output and tasks
 - a) Acceptance
 - b) Timeline
 - c) Assignment
4. Any other business

Notes

Virtual team introduction & scope review

- This is **one of the biggest virtual teams** (VT) currently with 32 members from 14 countries. It requires a careful planning to not jeopardize productivity.
- **[NF]** An **open call to find a VT project leader** from among the VT members was made in the meeting. The leader responsibility is to steer the [process of running the VT](#). [Nuno Ferreira](#) is the 'EGI.eu buddy' appointed to this VT, providing support "to facilitate the integration into the EGI ecosystem". **VT leader proposals should be sent to the VT EGI.eu buddy asap** to ensure proper planning of VT meetings, and early engagement with VT tasks.
- Agreement to ask EGI to make a survey on the requirements that existing communities/users have on SGs, this should include at least functional and operational aspects.

General project information

- **EGI support services available to the VT** were briefly mentioned:
 - [Mailing list](#) – this is the main way for members to communicate
 - Dedicated [Wiki page](#) – this is the container where the VT meetings, tasks, progress and output will be reported
 - [WebEx](#) – conference system supporting up to 25 participants
 - [SurveyMonkey](#) – provides complex online surveys
 - [AppDB](#) – Science gateways and enabling technologies are/will be registered here
 - Other services not mentioned (triggered in case of need):
 - [EGI Requirements Tracker](#)
 - [Indico](#)
 - [Training Marketplace](#)
 - [Helpdesk](#)
 - [CRM](#)
- **[NF]** **Feedback on the sound quality of the WebEx meeting was requested** to all VT members.
- The start of the VT was on the 16 May 2012, the day of its approval by EGI NA2 team leaders. The **end date of the VT** is still not setup, but VT members were informed on the maximum duration of the project 6 months. The **periodicity of the VT meetings** were also not agreed, it will depend on how the tasks will be assigned. There was a consensus that most of the proposed tasks can be run in parallel and that there's the need to speed up the project:
 - Summer (vacations time) is arriving
 - **[NF]** A **Science Gateway workshop was submitted to the VRE track** (Virtual Research Environments, leader Gergely Sipos) **will be held in the EGI.TF.2012 Prague, 17-21**

September 2012. Taken from the abstract: “The workshop targets both researchers and group leaders that which to grasp how gateways are being used by EGI communities. At the same time, the workshop will also include presentations targeted to gateway developers, where gateway enabling technologies will be discussed. **A report on current activities being developed by the EGI virtual team ‘Science Gateway primer’ will also be presented.**”

- The following info was partly broadcasted to VT members. Re-ensure in the next meeting the following information taken (partly) from EGI.eu Virtual Teams dedicated wiki page:
 - The leader of each Virtual Team must send a weekly email report about "work achieved, work planned, overall progress, issues, additional support needed" to the inspire-na2-leaders@mailman.egi.eu address. The report should be succinct (a few lines of text).
 - If there are task leaders, these will be responsible to report weekly to the VT leader.
 - Weekly reports can also be stored in the VT dedicated wiki page as short summaries. Whenever possible, keep all important information in a single page, in this case in the VT wiki page.
 - Each Virtual Team is expected to write blog posts in the EGI Blog based on its weekly reports.
 - Virtual Teams will be reported in the NA2 section of EGI-InSPIRE Quarterly Reports by the activity management.
 - Virtual Teams are expected and will be invited to contribute to EGI Newsletters, Leaflets, Workshops or other dissemination and marketing materials and events.

Review VT output and tasks

- **Proposed tasks for the VT are a good start.** Minor changes in the tasks were also suggested, to better reflect the personal interests of VT members and possibly the work on concurrent tasks to speed up the work.
 - For the record, these are the current defined VT tasks:
 - 1) Check, and if needed sanitise the information that is presented about science gateways and science gateway enabling technologies on the EGI website from the EGI Applications Database
 - 2) Make recommendations for data structure updates in the EGI Applications Database in order to better support science gateway users and developers
 - 3) Define the structure (Table of content) of the EGI gateway primer
 - 4) Collect and integrate contributions in the EGI gateway primer
 - 5) Promote the EGI gateway primer to existing and to new EGI communities
 - **[RG]** Tasks 1 and 2 were suggested to be merged
 - **[RG]** Tasks 3 and 4 were suggested to be merged

- It was also suggested that if the tasks can work independently of each other, a leader from the VT members list should be appointed to steer in an agile way the proposed goals.
- Regarding task 2 (AppDB data structure), some suggestions started to emerge:
 - **[RG]** Amount of support provided
 - **[PK]** Availability status
- **[PK, TK, RG]** The proposed **'Science Gateway primer' table of contents must be refined**. It was agreed that the primer is targeted mainly to developers and not to end-users (researchers using the gateways). At least two sections addressing different communities should be present:
 - Gateway developers
 - Gateway operators
- The review of the proposed VT outputs should happen once the final list of tasks is accepted. The **VT members should review the tasks/outputs associated to the VT** on time for the next meeting. The primer ToC should also be reviewed by the members and suggestions to its structure should emerge asap.

If we agree on 2 Tasks, each one could meet every 3rd week and the whole VT in the remaining week. This would allow fixing the same time slot for all meetings and allow everyone to join to those s/he is more interested on.

We agree that one coordinator for each Task should be found before next meeting. Participants are asked to volunteer themselves.

Any other business

- **[SM]** There were problems with the phone calls to the WebEx meeting (mute/unmute sync between VT participant and meeting host). Under investigation by the meeting host.

Next meeting

To be decided in the following doodle poll: <http://www.doodle.com/rmfwgqidwqrkdiga>

Please complete the poll by the end of business day on the 15th June 2012.

WebEx meeting details (or other platform) will be sent afterwards.

Post-Mortem

Comment 1 – Clarification of concepts

[RB] Reading the minutes, I think that we need to clarify when we speak about *science gateways* (i.e., particular implementations for a VRC or a number of VRCs) and when we speak about *frameworks to create science gateways*. We often tend to mix the two terms. As an example, requirements from science gateway developers apply to framework developers while requirements from end users apply to science gateway developers. So, we should clarify how many requirement gatherings we want to do and which is which.

[NF] I agree Roberto. You did put well the distinction between the concepts. That is why in the [EGI Science Gateway related pages](#), we try to distinguish a 'Science Gateway' from a 'Science Gateway enabling technology'.

[PK] I completely agree with Roberto.

Comment 2 – WebEx participation limit

[RG] Given the number of participants, is this enough? Where does the limit come from? (Referring to the WebEx limit on the number of participants)

[NF] WebEx system is commercial. EGI has a subscription covering up to 25 participants. Most meetings EGI has are high-level (coordination bodies, community representatives, and so on). Thus there's a representative of each one of the parties involved and the limit of 25 is seen has enough for our purposes. From our experience, above a certain number of participants, it becomes harder to manage a meeting and to have an agile process in place. Other platforms can be used, like EVO. As I mentioned in the meeting, we faced severe problems in the last two weeks and we (EGI) is moving into WebEx. The choice of the platform to be used in the future is up to the VT leader and EGI.eu buddy to discuss.

Comment 3 – WebEx recording capabilities

[RG] Is the meeting recorded? Can this be used by the leader (or designed person) to prepare the minutes?

[NF] It was not recorded. I am not aware of anyone inside EGI.eu doing it. We usually always have a support person to take notes, from EGI.eu or someone else that we invite. But yes, the meeting can be

recorded. I excluded on purpose from the meeting invitation email sent to all VT members, the following WebEx notice:

IMPORTANT NOTICE: This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. By joining this session, you automatically consent to such recordings. If you do not consent to the recording, discuss your concerns with the meeting host prior to the start of the recording or do not join the session. Please note that any such recordings may be subject to discovery in the event of litigation.