SMT Meeting - October 13, 2016

Attendees:

<table>
<thead>
<tr>
<th>NAME</th>
<th>PRESENT</th>
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<tr>
<td>John W. Towns</td>
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<tr>
<td>Ron Payne</td>
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<td>Laura T. Herriott</td>
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<td>Kelly Gaither</td>
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<td>Emre Brookes</td>
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<td>Dan Stanzione</td>
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<td>Karla Gendler</td>
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<td>Scott Wells</td>
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<td>Dave Lifka</td>
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<td>Gregory Peterson</td>
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<td>Victor Hazlewood</td>
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<td>Scott Lathrop</td>
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<td>Ralph Roskies</td>
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<td>Nancy Wilkins-Diehr</td>
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<td>Sergiu Sanielevici</td>
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<td>David Hart</td>
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<td>Ken Hackworth</td>
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<td>J Ray Scott</td>
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<td>Craig Stewart</td>
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<td>Lizzanne DeStefano</td>
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<td>Maytal Dahan</td>
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<td>Rudolf Eigenmann</td>
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<td>Kristin Williamson</td>
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Canonical Meeting Template (as a reminder):

1. Review of meeting agenda
2. Addressing issues
   - Description/Status of issue
   - Review of action items from previous meeting if any
   - Recommended actions and discussion of same
   - Close issue or identify next action items
3. Status updates from SMT members
   - Status update on significant activities
   - Review of prior open issues if any (and not addressed earlier in agenda)
   - Identification of new issues if any (and not addressed earlier in agenda)

Agenda/Notes

1. Review of Meeting Agenda: Any comments/additions?
2. PEARC17 (F.K.A. XSEDE17) Conference Update (David Hart) & PEARC18 Conference Update (Sergiu Sanielevici)

Previously:

- (8/4) Dave - XSEDE17 and independence from XSEDE
  - No funding from XSEDE and not a formal deliverable under XSEDE2
  - UIUC's responsibility as a steward of XSEDE as a deliverable
  - Sponsors may take issue with the name change if not described as a continuation
  - Conference branding, XSEDE.org for mailing lists, wiki pages, website, etc.
  - Staff participation is volunteer only and make sure local supervisor pays for travel understands daily duties and travel
  - Campus Champions may have to submit a proposal to participate, for example, if totally separate
  - Sponsorship and whether XSEDE is a sponsor to maintain the connection
  - Evaluation and XSEDE
  - Networking was in Tim's SOW ACTION need to clarify this
  - Dave, Sergiu, Kelly need to talk to IEEE ACTION
  - Contract in place very soon, might need an interim webpage as a starting point for the rebranding exercise

- (8/18) Dave - committee is progressing. IEEE planning guide showed that we are 15 months behind. An official name is needed very soon.
  - John - PIs isolating list
  - Dave - webpage and language from John endorsing value of conference transition

- (9/15) Dave - UCAR can accept sponsored funds. Committee is rounding out. Have a hotel contract. CFP being edited
  - John - naming: conversation with Advancing Research Computing on Campuses (ARCC) group. They have meeting in March. This group could have a campus-level track. Objectives are correct, we have not brought in enough of the players and defined participation.
  - Could be aggressive and move forward with renaming and rescooping, dragging folks along
  - Defer a year and use next year as a well-proclaimed transition

- (9/15) Sergiu - XSEDE17; '18 would be the new name or XSEDE18?
  - John - '18 would be the rebranding year. Any first year is going to be an attendance challenge
  - (9/15) John - realizing there are other groups who may or may not want to co-locate as well
  - (9/15) John - hotel space is not an issue to expand

- (9/15) Laura - will get clarification from NCSA, but was mentioned that the award may need to be reduced by the amount of any program income taken in from an XSEDE-named conference (program income is considered sponsorships and registration dollars)

- (9/29) Dave - 6 invitations and 6 accepts. Logistics proposals. Sponsorships beginning including CASC. LCI presentation.

Discussion:

- (10/13) Sergiu - '18 will be in Pittsburgh
- (10/13) John - steering committe and press release preparations. Have met with 3 of the 16 community members. Feedback has all been very good. Ok with moving ahead quickly, just making sure to not mis-step along the way. Have commitments from a few steering committee members. Will connect partners to Kristin to get quotes. Press releases will come from XSEDE and followed by press release to PEARC17; will also have an open letter to the community from John.
  - (10/13) Kristin - will have a basic webpage ready at the time of the press release as well
  - (10/13) John - will need a parent site as well with Steering Committee, charter, etc. ACTION

Decisions:

- (8/4) John - will have a basic webpage ready at the time of the press release as well

Actions:

3. XAB (John W. Towns / Ron Payne)

Previously:

- Previous discussion archived: XSEDE 1.0 SMT Meeting Archive
- (6/23) Laura - will need another science rep, so please send John suggestions
- (6/23) Ron - will also need to assign a chair
- (7/8) Ron - Per PEP chair assignment expected by fall 2016
- (8/4)
  - Rotating 3 members off and will be requested a new under-represented team member
  - Next meeting 8/17 and will update them on Review and award process, the Project Improvement Plan process, NSCI and XSEDE's Role, and XAB expectations (including assigning a Chair, and a short written summary of meeting calling out)
  - (8/18) John - XAB yesterday and provided update to date. Discussed the Project Improvement Fund process Ron drafted; will get broader XSEDE feedback as well before PY7 planning process. Also discussed naming an XAB Chairperson who would also write a Summary Report for each meeting. NSCI and the role of XSEDE tabled to next meeting.
  - Following-up with XAB members to reaffirm commitment and request chairperson nominations
  - Next XAB meeting is 5-Oct; Need input on additional topics: 2016-10-05 Meeting notes
- (9/29) 18 candidates (9 carryover & 9 new) identified for the open XAB chair
• (9/29) 7 of 12 members have acknowledged expectations and provided feedback on chairperson (1 volunteer)
• (9/29) Reminder: next XAB meeting is 5-Oct; Need input on additional topics
• (9/29) Ralph - ECSS priorities as an XAB topic (2nd or 3rd)
• (9/29) Dave H - policy review recommendations

Discussion:
• (10/05) Karin Remington voted in as XAB Chairperson
• (10/13) 5-Oct. XAB meeting went very well. Notes of meeting can be found on wiki at: 2016-10-05 Meeting notes
• (10/13) XAB nominations reviewed by PIs and ready for a vote
• (10/13) Next XAB meeting is scheduled for 14-Dec.
• (10/13) 2017 XAB meeting schedule in-process

Decisions:

Actions:
• (10/13) Ron to send out XAB nominations to SMT for voting.

4. XSEDE2 Reporting (Karla Gendler)

Previously:
• (8/18) Karla - schedule for the final report coming together before SC and due in October. XSEDE2 reporting process documentation and new set of instructions, template, etc. Planning process will quickly follow.
• (9/15) Scott - KPI and metrics appendix almost complete for final report as well as the response to the panel review
• (9/15) John - will have a PI-level coordinated panel response
• (9/15) Scott - working on template for first IPR
• (9/29) Karla - panel response due next Wednesday 10/5; Leslie Morsek sending email 9/29

Discussion:
• (10/13) Karla - IPR due during SC on 11/17, will see communication soon. Also the XSEDE final report and the Panel Reponse report is completing.

Decisions:

Actions:
• Maytal requested a Quarterly Leadership Radar identifying major project level activities, new tools/functionality released, etc. - Ron to proposal options to serve the need

5. XSEDE2 Wiki Discussion (Karla Gendler)

Previously:
• Previous discussion archived: SMT Meeting - August 18, 2016
• (8/18) Karla - previous wiki hosted separate sites for UAC, etc. Janet is preparing a list of questions we need to get answered
• (8/18) John - what is the policy on public access to pages?
• Personnel information, security, group meeting notes and more should remain private
• Group meeting notes should be public or in the very least decisions and actions public
• Rudi - need to see how input provided affected decisions made
• (9/15) Scott - watch for wiki policy document. Wiki currently going through security review.
• Dave - team calendaring solution?
  • Scott - yes, considering a plug-in and will get an update
• (9/29) Karla - will bring policy to SMT for review. Recommendations for accounts for non-XSEDE staff

Discussion:
• (10/13) Karla - will bring policy to SMT for review. Recommendations for accounts for non-XSEDE staff

Decisions:

Actions:

6. SP Forum and XSEDE Federation (Dan)
Previously:

- Previous discussion archived: XSEDE 1.0 SMT Meeting Archive
  - (6/23) Victor - letters of intent on wiki, SP Forum membership on website--they don't match
  - Laura - working with Dana Brunson to make sure going forward on XSEDE2 it is; will follow up
  - Dan - Vice chair, Jim Lupo retired 6/30. J. Ray Scott is the new chair
  - Dan - Gathering guidance on discussion about how XSEDE brand can help L3 members. L3 Information has been collected and added to SW registry.
- ACTION Add Ray to these meetings and email distribution list
- Pilot for account mechanisms and XCI process
- Stanford and South Dakota now members
- Victor - Greg submitting NICS as L2 soon; ACTION meet with Amy and Dave to map out
- Dan - Not all federation members understand change from X1 to X2, request is for each L2 to attend a call in Aug or Sept to provide 15 min describe changes in their area from XSEDE 1 to XSEDE 2. Calls are Thurs. @ 4pm ET. L2's please contact Dan directly to schedule a time.
- LOIs received from PSC for Bridges and NICS to renew as a Level 2 provider.
- (9/15) J Ray - Bridges LOI and XSEDE2 as a theme with L2 and L3 managers reporting. Recommending SSO be extended to L3 members, and Victor is championing that effort. Continuing to take input on Program Plan
- (9/29) Victor - 2 new membership requests; NICS will update and resubmit. 3 SPs interested in piloting RAS

Discussion:

- (10/13) Dan - VM interconnectivity on OpenStack between Bridges and Jetstream to start.

Decisions:

Actions:

7. XSEDE Code of Conduct (Ron Payne)

Previously:

- Purpose: Discussion on the creation and communication of an XSEDE Code of Conduct.
- Added to agenda 15-Sep.
- Draft Code of Conduct created and sent to PIs for review by Laura T. Herrriott
- (9/29) Ralph - bad idea, better left unsaid and a major distraction. We ar enot a legal entity
- (9/29) Dave L - perhaps reach out to person's supervisor when incident occurs. Documented procedures for recourse
- (9/29) Kelly - proactive way to saying this organization does not tolerate this type of behavior. Statement of inclusion and not allowing inappropriate behavior to go on.
- (9/29) Dave L - NSF has responsibility of research for students
- (9/29) Victor - formal orientation toward the statement with links to institutional statements
- (9/29) John - develop a more-general statement and expectation of behavior and complying with code of conduct at their institutions. Disciplinary action will be taken where appropriate in conjunction with home institution.
- (9/29) Sergio - recourse could be to remove funding
- (9/29) Ralph - governed by NSF
- (9/29) John - develop a more-general statement and expectation of behavior and complying with code of conduct at their institutions. Disciplinary action will be taken where appropriate in conjunction with home institution. ACTION - complete

Discussion:

- (10/13) discussion of comments and suggestions to alternate wording:

Decisions:

Actions:

- (10/7) Ron send an email to SMT members to add link to institution's code of conduct. If alternate wording approved, Ron to follow-up with sub-award PIs to populate Code of Conduct link for all sub-awards.

8. XSEDE2 Budget & Sub-Award Processing (Ron Payne)

Previously:

- Purpose: Provide status and discuss any SMT level point regarding the XSEDE 2 budget approval and sub-award processing.
- Added to agenda 15-Sep.
- Two partner institutions (TACC & U Chicago) reviewing draft SOW Guidance letters.
- Budget to be submitted to PIs for review and approval as soon as all draft SOW Guidance letters are approved
- Draft WBS Effort Budget sent to L2s and L3s for review
- Business Office pre-loading documents and tools to expedite the sub-award processing
• Preemptive collection of partner institution paperwork beginning Fri. 16-Sept or Mon. 19-Sept.
• (9/29) PY6 budget sent to PIs for review on 26-Sept.
• (9/29) PIs approve budget as institutions approved

Discussion:
• (10/13) SOW Guidance letters sent to all sub-awards; completed documentation received from ten sub-awards, to date. (BusOps Wiki)

Decisions:

Actions:

9. Project Improvement Fund Process (Ron Payne)

Previously:
• Purpose: Provide status and discuss any SMT level point regarding the XSEDE Project Improvement Fund Process.
• Added to agenda 15-Sep.
• Initial draft of process reviewed by XAB and XSEDE leadership.
• Updated draft to be released for review next week.
• SP&E team creating the supporting documentation for process.
• Program Office is collecting potential Project Review Board (PRB) members from SMT
• (9/29) 13-Oct target for SMT approval of updated process flow and PRB member assignments.
• (9/29) Looking at XRAS to determine the cost/work required to use it as PIF Management Tool
  • Suggestions from many to use lighter-weight process like JIRA or Excel

Discussion:
• (10/13) XAB updates and SP&E updates made in the slide deck. Flowcharts being added to slide deck and will be sent to PIs for approval (SMT copied).
• (10/13) Lighter weight flow and tool will be used.

Decisions:

Actions:
• (10/13) Ron to send approach and process flow to PIs for approval by 14-Oct.

10. Hardware Funding (Victor Hazlewood) – can remove agenda item until Victor comes back with report

Previously:
• Purpose: Discuss the new XSEDE 2 process for non-FTE hardware funding.
• Added to agenda 29-Sep.
• (9/29) Victor - non-FTE funds for licensing and software previously.
• (9/29) John - need to track those funds
• (9/29) ACTION Victor and Ron work together to track that for Ops

Discussion:
• (10/13) Victor - process through Ron
• (10/13) John - UIUC AWS contract can be used for XSEDE. Ron, connect Tony to Victor. Victor come back with recommendations

Decisions:

Actions:
• ACTION Victor schedule a call to consider AWS, etc.

11. Revisions to XSEDE Acceptable Use Policy (Sergiu Sanielevici / David Hart)

Previously:
• Purposed revisions to XSEDE Acceptable Use Policy (https://www.xsede.org/usage-policies):
  • #12 to be moved to the introduction:
"By using resources associated with an XSEDE allocation, you agree to comply with the following conditions of use. Violations of XSEDE policies and/or service provider policies can result in loss of access to resources. Activities in violation of any laws may be reported to the proper authorities for investigation and prosecution."

- #7 to read: “Each PI is responsible for all users who have access to XSEDE-allocated resources on the PI's XSEDE allocation and will ensure that all such users abide by the terms of this AUP.”
  - Reference email sent to leadership mail list on Thur., 6-Oct.
  - Added to agenda 13-Oct.

Discussion:

Decisions:

Actions:

Status updates:

Follow this basic outline:

- Status update on significant activities
- Review of prior open issues if any (and not addressed earlier in agenda)
- Identification of new issues if any (and not addressed earlier in agenda)

Updates from SMT members:

- PI (John/Ron)
- CEE (Kelly/Scott) - Scott Lathrop retiring at the end of the calendar year
- ECSS (Nancy/Ralph/Sergiu)
- XCI (Dave L/Craig)
- Ops (Greg/Victor)
- RAS (Dave H/Ken)
- Program Office (Ron/Laura)
- SP Forum (Dan) - SSO for L3 non-XSEDE resource providers
- UAC (Emre)
- PM&R (Karla/Scott)
- NSF (Rudi)

Record improvements: https://docs.google.com/spreadsheets/d/19YRAPeAForh5l9Xvhj8nKjR0e3-JN7a1caLYbNamPaw/edit#gid=0

Next Meeting: October 27, 2016