

2020-07-14 Meeting notes (Ops)

Date

14 Jul 2020

Attendees

- [Scott Wells](#)
- [Gregory Peterson](#)
- [Victor Hazlewood](#)
- [Gary Rogers](#)
- [Tabitha Samuel](#)
- [Alexander Withers](#)
- [Derek Simmel](#)

Agenda

- Discussion of the new SPs coming on board XSEDE and the related Operations items
 - Table of onboarding SPs (at bottom of [this page](#))
 - XSEDEnet
 - Ticket buckets
 - RDR/information services/AMIE
- Mgr Coordination

Discussion items

Time	Item	Who	Notes
1 min	Discussion of the items related to new SPs coming on board	Victor	
3 min	Went over table of onboarding SPs on CRI webpage	Victor	Victor showed the table to the SPs so they know where to find certain info
7 min	XSEDEnet	Victor	<ul style="list-style-type: none">• Need to heck with Dave Wheeler and let him know about all the new SPs coming his way.• He and Tabitha were CC'ed on the SP kick off meeting notes with Purdue.• Need to reach out to these PIs when you see those kick off meeting emails
12 min	Ticket buckets and handling	Victor	<ul style="list-style-type: none">• Discussed whether new buckets are created when SPs come on• Gary recommends using the site as the ticket bucket info unless extenuating circumstances• Need to generate an allocated SP resource ticket monthly report and ask SPs who that report should be sent to.• Use the checklist review going on currently to ask the SPs who to send the report to.
2 min	RDR/information services/AMIE	Victor	<ul style="list-style-type: none">• Coordinate with XCRAS with some support for items with XES from SysOps
6 min	Mgr Coordination	Victor	<ul style="list-style-type: none">• Alex mentioned that security did not seem to be as plugged in on the kick-off meetings with new SPs.<ul style="list-style-type: none">• This was identified as a gap.• Victor will add security as a specific item to go over in the kick off meeting and make sure to CC Derek and Alex on the kick off meeting notes so they can reach out to the SP PI and team.
1 min	Mgr Coordination	Scott	<ul style="list-style-type: none">• Reminded the mgrs that the end of the reporting period is near.• He will get report template completed early so Tabitha can go over it with Dave since this is his first report

Action items

