

Training Meeting Action Items

Training group meeting: 13 April 2022

Attendees: Mehringer, Urbanic, Kappes, Eijkhout, Maiden, Gant

Unable to attend: Akli, Wong, Cunningham, Zonka

- Terminology - JIRA task updates, problem term discussions
- New User training, recording – Tom will hold this in May, will record
- Transition planning - next meeting
- ACCESS transition slide - expected after announcement
- Quarterly report - expect data requests soon
- Project updates/questions?

Training group meeting: 9 February 2022

Attendees: Mehringer, Urbanic, Kappes, Eijkhout, Navarro, Enstrom

Unable to attend: Akli, Wong, Gant, Maiden

- <https://software.xsede.org/training-discovery> - JP and Peter gave us background and a tour of the project.
- Terminology - quick update on training plans

Training group meeting: 12 January 2022

Attendees: Mehringer, Urbanic, Kappes, Maiden, Eijkhout

Unable to attend: Akli, Wong, Shantharam, Gant

- Allocations training, recording – Lauren made a recording last week, it will be posted soon. ETA: DONE
- New User training, recording – Tom will record a better version in the beginning of February
- Posting events with correct site names – Training is using standard names, Susan will follow up with others
- <https://software.xsede.org/training-discovery> - Invite JP and Peter to our next call to tell us more. Linked from XSEDE?
- Terminology plans update – SiteBulb licenses are here! We will be holding training January/February, watch for the doodle poll
- YouTube HPC Monthly - Received MPI videos from Steve Cunningham - process them!
- Second YouTube submission – approved, has it been posted? – YES
- Who will be offering training in August? - yes, there will be a monthly workshop

Training group meeting: 8 December 2021

We're missing too many people for this meeting, so we'll handle these items by email:

- Allocations training, recording – Lauren will be working with Ken to schedule.
- New User training, recording – Tom is offering on Dec 10, will record.
- Posting events with correct site names – I'll explain this in a separate email when I have more info
- Terminology plans update – SiteBulb licenses are here! We will be holding training mid-January, watch for the doodle poll
- YouTube HPC Monthly - Expect MPI videos from Steve Cunningham
- Second YouTube submission – approved, has it been posted? – This was posted 12/7/2021

Training group meeting: 10 November 2021

Attendees: Mehringer, Eijkhout, Urbanic, Kappes, Gant

Unable to attend: Akli, Wong, Shantharam, Maiden

Agenda:

- YouTube HPC Monthly - John/Tom next monthly workshops to be redone? MPI (Terminology) or OpenACC (Technically out of date) **TOM**
- Next New User Training - **TOM** pick dates, Send Susan video
- Terminology – JIRA task and tools update – training at Dec quarterly
- Second YouTube submission – approved, has it been posted?

Training group meeting: 13 October 2021

Attendees: Mehringer, Maiden, Shantharam, Eijkhout, Urbanic, Kappes, Allison

Unable to attend: Akli, Wong,

Agenda:

- First YouTube submission - **SUSAN** check with Jay - Tom need code of conduct and terminology mentioned in description - Tom next monthly workshops to be redone?

- SC21 presentations
 - HPC Edu/Train Workshop - ACM Edu workshop group
 - Parallel Programming student workshop - Weronika and John
 - Terminology BoF
- Allocation Training - **JASON** - get recording to update portal link
- New User Training - **SUSAN** - review video, ask for new posting - **JASON** please resend
- Next New User Training - **TOM** pick dates
- Terminology – JIRA task and tools update
- Next quarterly report timing
- 5%
- Update – all projects
 - Roadmaps - no new development, just refreshing all with updates
 - Singularity updates - Susan review input and meet with Manu
 - Badges - Victor sent competencies - Sandie got content from Jeff - advanced and intermediate MPI and OpenMPI. Sandie also looking at gpu hardware.
 - Monthly HPC Workshops - starting to consider when satellite sites might restart; not yet. New topic planned to debut next year.
 - CVW - several topics in development
 - CI-Tutor - all in Moodle now, which will be renamed.

Training group meeting: 1 September 2021

Attendees: Mehringer, Maiden, Shantharam, Urbanic, Kappes

Unable to attend: Akli, Wong, Sale, Allison, Eijkhout

Agenda:

- Course catalog is down - Ull is working on it
- PIF - Victor and Susan - Per Quarterly this will be funded, but wait for final decision
- Badges - Victor sent competencies - **SANDIE** got content from Jeff - will review then pull in Victor
- Allocation Training - **JASON** - get recording to update portal link
- First YouTube submission - waiting on input from rest of review committee - **SUSAN**
- New User Training - **SUSAN** - review video, ask for new posting
- Process updated Big Data video - **SUSAN**
- Singularity Update - Manu will edit - **SUSAN** provide pages
- Improve organization of <https://portal.xsede.org/online-training> - all review - send changes to Susan

Training group meeting: 4 August 2021

Attendees: Mehringer, Maiden, Shantharam, Urbanic, Kappes, Eijkhout

Agenda: Unable to attend: Akli, Wong, Sale, Allison

- Badges article - **PUBLISHED!**
- First YouTube submission - waiting on input from rest of review committee - **SUSAN**
- New User Training - **SUSAN** - review video, ask for new posting
- Process updated Big Data video - **SUSAN**
- Badges - Victor sent competencies - **SANDIE** will get content from Jeff - discuss in 2 week
- Portal - **Victor** to check for his materials in catalog (DONE), **SUSAN** will add two items - **DONE**
- Allocation Training - **JASON** - get recording to update portal link
- PIF - Victor and Susan, watch for email, ask at all hands call

Training group meeting: 7 July 2021

Attendees: Mehringer, Shantharam, Urbanic, Eijkhout, Wong

Agenda: Unable to attend: Akli, Maiden, Sale, Kappes, Allison

- First YouTube submission - waiting on input from rest of review committee
- New User Training - **SUSAN** - review video, ask for new posting
- Allocation Training - **JASON** - get recording to update portal link
- Badges article - status - ready to go - Jeff sent to ER - SENT - **Sandie** to check on status
- Badges - Victor sent competencies
- Badges - set up meeting for Victor, Sandie, Jeff to discuss Jeff's handoff - **SANDIE**
- Portal - **Victor** to check for his materials in catalog, **Susan** will add if not there
- PIF - Victor and Susan, watch for email

Training group meeting: 23 June 2021

Attendees: Mehringer, Shantharam, Kappes, Urbanic, Eijkhout,

Agenda: Unable to attend: Akli, Maiden, Sale, Allison,

- First YouTube submission - discussion - **Susan** to execute step 2 of procedure
- New User Training - June went well, no waitlist, little work for moderator.
- Terminology - First JIRA tasks will be assigned in August
- Badges article - status - ready to go - Jeff sent to ER - SENT - **Sandie** to check on status
- Badges - Sandie, Victor and Jeff to coordinate - **Sandie**
- Roadmaps - **Manu** will remove "new roadmaps" text

- Quarterly - **Victor** to check for his materials in catalog, **Susan** will add if not there
- PEARC activity - **Put details in Accomplishments**
 - Victor - Paper coauthor/presenter
 - Victor - Tutorial
 - Susan - Co workshop organizer
 - Manu - Paper coauthor/presenter
- PIF - Victor and Susan, watch for email
- Other?

Training group meeting: 26 May 2021

Attendees: Mehringer, Maiden, Urbanic, Shantharam, Allison, Kappes, Sale

Agenda: Unable to attend: Akli, Eijkhout

- New User Training (1) recording (2) waitlist (3) moderator - **Tom: June**
- Terminology - subtasks for JIRA
 - HPC Monthly Workshops - John
 - Badges - Sandie
 - Roadmaps - Manu
 - CVW - Susan
 - CI-Tutor - Sandie
 - General (New staff guide, new user training, etc) - Susan
 - YouTube - John
- Badges article - status - ready to go - **Jeff will send to ER**
- Roadmaps - review
- Annual - convey story over time, any interesting points
- Other?

Training group meeting: 28 April 2021

Attendees: Mehringer, Sale, Kappes, Maiden, Urbanic, Shantharam, Eijkhout

Agenda: Unable to attend: Akli, Allison,

- Project updates
- Projects shifts
 - New Staff Guide - respond to survey input, review/update periodically. - Sandie
 - Badges - Grading - MPI, OpenMP, Python for Data Science, Data Viz, Big Data - Sandie will request reviewers as needed
- Training Event backup?
- Annual report input
- Other?

Training group meeting: 14 April 2021

Attendees: Mehringer, Maiden, Urbanic, Shantharam, Eijkhout, Sale

Agenda: Unable to attend: Akli, Allison, Kappes

- Review/Discussion of top XUP training page
 - Susan - test links -
 - Manu - Check which of the 16 boxes should have roadmap links - DONE
 - Jeff - Check which of the 16 boxes should have badge links - DONE
- JIRA tasks - reviewed
- Terminology updates

Training group meeting: 3 March 2021

Attendees: Mehringer, Maiden, Urbanic, Shantharam, Kappes, Eijkhout,

Unable to attend: Akli, Sale, Allison

Agenda:

- Updated links for portal pages ==> next call
- YouTube submissions (discussed streamlined process proposal)
- New User Training feedback (discussed survey results)

Training group meeting: 3 March 2021

Attendees: Mehringer, Kappes, Sale, Maiden, Urbanic, Eijkhout,

Unable to attend: Akli, Allison, Shantharam,

Agenda:

- March 10-11 - Quarterly Meeting: updates, topics, questions?

Training group meeting: 17 February 2021

Attendees: Mehringer, Shantharam, Kappes, Sale, Maiden,

Unable to attend: Akli, Urbanic, Eijkhout, Allison,

Agenda:

- March 10-11 - Quarterly Meeting
- Updating and revising New User Training (Tom and Jason)
- Zoom security
- New XUP login procedure - probably just affects Sandie's topic
- Review/Discussion of top XUP training page
 - Susan - test links - **BY NEXT MTG**
 - Manu - Check which of the 16 boxes should have roadmap links - DONE
 - Jeff - Check which of the 16 boxes should have badge links - **BY NEXT MTG**
- Roadmaps page
 - Manu and Susan - work with UI and David re image and reorg of roadmap links
- **Next meeting:** Data Analysis Roadmap - CEE?
- **Next meeting:** Advertise recent new Badges and Roadmaps!
 - Inside XSEDE
 - User News
 - Campus Champions
 - Need paragraph - what new things are available - where to find them - what it is

Training group meeting: 3 February 2021

Attendees: Mehringer, Eijkhout, Shantharam, Kappes, Allison, Sale

Unable to attend: Akli, Urbanic, Maiden

Agenda:

- Updating and revising New User Training (Tom and Jason)
- Badges – update
- Roadmaps – update
- Sandie - Name change and catalogue update
- Review/Discussion of top XUP training page
 - Susan - test links
 - Manu - Check which of the 16 boxes should have roadmap links
 - Jeff - Check which of the 16 boxes should have badge links
- Roadmaps page
 - Manu and Susan - work with UI and David re image and reorg of roadmap links
- **Next meeting: zoom security**

Training group meeting: 20 January 2021

Attendees: Mehringer, Maiden, Eijkhout, Shantharam, Kappes, Allison, Sale

Unable to attend: Akli, Urbanic

Agenda:

- XSEDE Zoom - new requirements
- Quarterly report due soon - email request to follow
- Big Data video - YouTube update (Tom - sending this week)
- Updating and revising New User Training (Tom and Jason)
- Badges – update
- Roadmaps – update
- Training for new resources coming online
 - Bridges 2 (PSC offering training)
 - Expanse (SDSC offering training)
 - Jetstream 2
 - Other...

Training group meeting: 6 January 2021

Attendees: Mehringer, Maiden, Eijkhout, Shantharam, Allison

Unable to attend: Akli, Urbanic, Sale, Kappes,

Agenda:

- Big Data video - YouTube update (Tom)
- 2021 training plans - NCSA starting Delta training in April, New Monthly workshop
- Updating and revising New User Training
- Check zoom link and password in calendar invite and in reminder email (Susan)
- New User Training:
 - Tom & Jason - new draft

- Tom - next New User Training - will be scheduled by the end of this month
- Notes: less intro material, focus on how-to for most common scenarios, point to resource user guides
- Susan - New User Training
 - Gather more info -
 - How many allocations awarded to new-to-XSEDE users? cc Tom
 - How many allocations awarded on each resource (not su's)? cc Tom Steven Deems
 - Ask evaluation team for help getting more actionable information
 - Draft "Prospective User Intro" (Gateways, how to get an allocation, broad overview, etc. First 40 slides of current deck, mashup of talks Linda, Dana, and Susan have given)

Training group meeting: 25 November 2020

Attendees: Kappes, Shantharam, Mehringer, Maiden, Eijkhout, Sale

Unable to attend: Akli, Urbanic, Allison

Agenda:

- Big Data video - YouTube update
- Discussion on updating and revising New User Training (in 2 weeks, at Quarterly)
- Numerical Libraries tutorial - Victor
- Demographic info - what is available

Training group meeting: 11 November 2020 - canceled due to SC20

Training group meeting: 28 October 2020

Attendees: Shantharam, Mehringer, Maiden, Eijkhout, Urbanic, Kappes, Sale, Allison

Unable to attend: Akli

Agenda:

- Quarterly input due Friday
- Two course catalog updates left to go
- Discussion re monthly workshops via zoom rather than WAC
- Discussion on updating and revising New User Training (topic to repeat next meeting)

Training group meeting: 14 October 2020

Attendees: Shantharam, Mehringer, Maiden, Eijkhout, Urbanic, Sale, Kappes, Allison

Unable to attend: Akli

Agenda:

- Quarterly input due end of this month (Deadlines coming soon - all)
- Badges awarded (FYI)
- Terminology task force update (FYI)
- Comet materials - updates needed? (Susan implement input from Jeff and Manu)
- Course catalog testing (need updates from SDSC, Sandie, and Victor)

Training group meeting: 30 September 2020

Attendees: Shantharam, Mehringer, Maiden, Eijkhout, Urbanic, Kappes, Sale, Allison

Unable to attend: Akli

Agenda:

- Roadmap meeting with Dana? (Manu will schedule)
- Roadmap review on-the-fly
- Allocations training - Sep 24, Oct 7 (Jason)
- Performance training - Sep 30 (Jason)
- New user training - Sep 23 (Jason)
- Updates to New User training materials (video and PDF) - (Jason)
- Terminology task force update
- Course catalog testing (need updates from SDSC, Sandie, and Victor)

Training group meeting: 16 September 2020

Attendees: Shantharam, Mehringer, Maiden, Allison, Urbanic, Kappes, Sale, Eijkhout

Unable to attend: Akli

Agenda:

- Quarterly meeting recap
- Review updated Web site and Portal pages
- Manu - set up meeting for Champions roadmap
- Terminology task force update - send suggestions!
- Project updates
- Other?

Training group meeting: 19 August 2020

Attendees: Shantharam, Mehringer, Maiden, Sale, Allison, Kappes

Unable to attend: Akli, Urbanic

Agenda:

- Discussion on recent remote training events
- Shared Champions request for hybrid monthly workshops when things turn back to normal
- New User training - Jason next, planning for September
- Terminology task force update - share terminology lists, including replacements if possible (All)
- Badges:
 - Jeff and Victor working on MPI
 - Jeff working on MATLAB for HPC badge - in review
 - Jeff working on Python for Data Science - in work
 - Confluence page being updated
- Roadmaps: New containers roadmap posted. Next up, gateways.
- PEARC discussion
- Other?

Training group meeting: 22 July 2020

Attendees: Urbanic, Shantharam, Mehringer, Maiden, Sale, Allison, Kappes

Unable to attend: Akli

Agenda:

- Accomplishments - remove PSC at PEARC (Susan)
- Terminology task force update - share terminology lists, including replacements if possible (All)
- Trigger warning slide to John before August workshop (Susan)
- How to handle old material? review/update/disclaimer? put on next meeting agenda (Susan)
- How to handle material we point to (how deep do we check?) (e.g. Roadmaps)
- Future meeting agendas: Badges team update and review confluence page with group
- Badges – Badge team, I would like this to be our meeting focus, no need to prepare anything, I'd just like to review status, plans, and procedure
- Other?

Training group meeting: 24 June 2020

Attendees: Urbanic, Shantharam, Mehringer, Maiden, Sale, Allison, Alameda

Agenda:

- YouTube/XSEDETraining contributions: review form and guidance

Training group meeting: 27 May 2020

Attendees: Urbanic, Shantharam, Mehringer, Maiden, Eijkhout, Sale, Kappes

Unable to attend: Allison, Akli

Agenda:

- Help with Boot Camp next week - contact John <https://www.psc.edu/current-workshop>
- Upcoming quarterly meeting - FYI
- Upcoming annual NSF review - impact stories?
- Evolving:
 - YouTube,
 - Pivot from wac to zoom,
 - WAC increased to 25 sites
 - Added roadmaps
 - Built badges

Training group meeting: 29 April 2020

Attendees: Sale, Shantharam, Mehringer, Maiden, Urbanic, Eijkhout, Akli, Kappes, Herold

Unable to attend: Allison

Agenda:

- Review ROI table with Valerie. All: input to Valerie by May 5
- Susan to ask Leslie about Zoom recording length (sent 4/29)
- Jeff shared a webinar suggestion - secondary registration in zoom enables easier attendance tracking
- FYI XSEDE's zoom license is currently set to 300 but could be raised if an event requires it, ask Leslie
- Please complete the Climate Survey!
- Quarterly report input (per email sent earlier today) due Thursday

Training group meeting: 14 April 2020

Attendees: Sale, Mehringer, Maiden. Urbanic, Herold, Alameda, Eijkhout

YouTube-specific meeting

Training group meeting: 1 April 2020

Attendees: Sale, Shantharam, Mehringer, Maiden. Urbanic

Unable to attend: Allison, Eijkhout, Akli, Kappes

Agenda:

- Quarterly meeting outcomes (Badges, Roadmaps, YouTube)
- Write up training future ideas and share - main meeting topic in 4 weeks
- Alternate meeting topics - we will alternate general meetings with special topic meetings going forward
- Next meeting: YouTube/XSEDETRAINING - additional videos, discuss ideas next meeting (Committee? TOC, length, transcript, compliance, branding, etc) - send invitation, including Jay
- Workshop changes required by virus
 - Funding needs changes? (PSC: more set up for first one, hopefully no extra overhead for future workshops. May also need tools for site TAs to help with remote moderation.)
 - Workshops affected?
 - Zoom warning
- Other?

Training group meeting: 18 March 2020

Badge-specific meeting

Training group meeting: 4 March 2020

Attendees: Allison, Mehringer, Maiden, Eijkhout, Akli, Shantharam, Kappes, Sale

Unable to attend: Urbanic

Agenda:

- YouTube/XSEDETRAINING - additional videos, discuss ideas next meeting (Committee? TOC, length, transcript, compliance, branding, etc)
- Quarterly meeting sessions
- PY10 Planning
 - Badges: 4+. Topics: and topics?
 - Roadmaps: # and topics for PY10?
 - Publications: # and topics for PY 10?
 - Material review
 - New content, sync and async
- Roadmap review - Tensorflow
- Other?

Training group meeting: 19 February 2020

Attendees: Mehringer, Maiden (briefly - running workshop), Sale, Shantharam, Kappes,

Unable to attend: Akli, Urbanic, Eijkhout, Allison

Agenda:

- YouTube value-add – Next meeting
- New User training - PSC next. Date?
- Quarterly report input – thanks everyone!
- Roadmaps - advertising - Champions (slack and email), User News (Susan - todo)
- Reporting question - numbers vs ids - Jeff

- Webinar tips – I need some please - conference room, good microphone, zoom reservation, 1 hr manageable, moderator to watch for questions
- YouTube/XSEDETRAINING - additional videos, discuss ideas next meeting (TOC, transcript, compliance, branding, etc)
- Social media update - Susan to check in with Bozwell (at quarterly)
- PY10 Planning, transition plan (What lives directly in the portal: Roadmaps)
- Tensor flow roadmap draft content will be mailed to Training for review (Manu)

Training group meeting: 22 January 2020

Attendees: Mehringer, Shantharam, Maiden, Eijkhout, Kappes, Allison,

Unable to attend: Akli, Sale, Urbanic

Agenda:

- Quarterly report input deadlines - BY JAN 29 NOON
 - Accomplishments list
 - Attendees entered
 - Papers entered into your portal profile
 - CI-Tutor (First thing Feb 1)
- YouTube value-add – update - JU updating exercises for this effort
- YouTube micro updates - Tom will pursue identifying areas to update
- PEARC submissions - Workshop (SHM), Paper (SHM), Tutorial (TM), Tutorial*2 (VE), Paper (VE)
- Reporting question - numbers vs ids - Jeff (hold until next meeting)
- Social media update - Susan to check in with Bozwell (carried forward)
- Annual user survey - FYI
- PIF - ask for questions if not received by Jan 23

Training group meeting: 11 December 2019

Attendees: Mehringer, Allison, Shantharam, Maiden, Kappes,

Unable to attend: Akli, Urbanic, Eijkhout, Sale

Agenda:

- Update from quarterly meeting
- Coming soon - quarterly report - All
- YouTube value-add (micro updates, links to supporting materials) - Tom
- PEARC submissions - All
- Social media update - Susan to check in

Training group meeting: 27 November 2019 - cancelled due to holiday

Training group meeting: 13 November 2019

Attendees: Allison, Eijkhout, Shantharam, Mehringer, Maiden, Akli, Sale, Kappes

Unable to attend: Urbanic

Agenda:

- Welcome Linda!
- Quarterly report – post update
- SC19 participation - LA, SM, TM, MS
- New User training, recording - Jason confirmed that the new video has been posted
- Social media - try Dec 3-4 Big Data - Tom and Susan
- Social media - create new wiki doc for this - DONE
- Jeff's video interface project

Training group meeting: 30 October 2019

Attendees: Maiden, Shantharam, Mehringer, Kappes, Sale, Urbanic

Unable to attend: Akli, Allison, Eijkhout

Agenda:

- Welcome Linda! - Postponed to next meeting
- New User training, recording - Postponed to next meeting
- End of quarter reporting - reminders
- Badges - working with other programs (update from Sandie)
- Follow-up on Lorna's info from last call
- New User training - two versions - look at Jay's version - offer this quarterly as well? Remote not effective for this?
- Social media - try Dec 3-4 Big Data - Tom and Susan

- Social media - create new wiki doc for this
- XSEDE tickets - recipient list has been updated
- Meeting attendance - please reply if unable to attend

Training group meeting: 16 October 2019

Attendees: Shantharam, Eijkhout, Akli, Mehringer, Urbanic,

Unable to attend: Maiden, Kappes, Allison, Sale

Agenda:

- End of quarter reporting - Susan to send email, add entering papers on the XUP
- Badges questions - Victor will pursue
- Roadmap questions - Manu will add to accomplishments
- Welcome Linda! - Postponed to next meeting
- Follow-up on Lorna's info from last call - Postponed to next meeting
- New User training, recording - Postponed to next meeting

Training group meeting: 18 September 2019

Attendees: Maiden, Mehringer, Kappes, Urbanic, Allison, Sale, Rivera

Unable to attend: Shantharam, Eijkhout

Agenda:

- Lorna is joining us to review data from the latest monthly workshop
- Roadmap review overdue: Virtualization and Containers roadmap: <https://portal.xsede.org/training/blank-roadmap-page-a>
- Quarterly meeting updates
- Other?

Training group meeting: 4 September 2019

Attendees: Shantharam, Sale, Kappes, Mehringer, Eijkhout, Allison

Unable to attend: Urbanic, Maiden

Agenda:

- Roadmap - discuss how to update/improve procedure, mtg at quarterly (Susan)
- Roadmap - Training group review: Virtualization and Containers (ALL BY SEPT 15 - TO MANU)
- Next New User Training – Jason - record so we can replace current recording
- MPI Beginner Badge – Needs final review (by John and/or Victor?) (Jeff to coordinate)
- Python for Data Science Badge - waiting for CVW topic completion - target Sept - (Jeff)
- New User Badge - target Oct (Sandie)
- Badges article - Sandie in contact with Faith, hope to hear back in Sept (Sandie)
- Quarterly meeting input from all XSEDE edu/train (Susan)

Training group meeting: 21 August 2019

Attendees: Shantharam, Kappes, Mehringer, Urbanic, Sale,

Unable to attend: Eijkhout, Maiden, Houchins, Allison

Agenda:

- MPI Beginner Badge – target Sept MPI workshop. Check on VE's updates? (John)
- Python for Data Science Badge - waiting for CVW topic - target Sept - (Jeff)
- New User Badge - target Oct (Sandie)
- Badges article - Sandie in contact with Faith, hope to hear back in Sept (Sandie)
- Big Data workshop - send comments and slack summary to PSC (Susan)
- Roadmap reviews - must change the procedure (Susan)
- Roadmaps - two new roadmaps will be sent to Training for a review soon (Manu)
- ECSS overlap - watch for training material overlap (Jeff, Manu)
- Invite Lorna to next meeting to discuss recent surveys? Target Sept 18 (Susan)

Training group meeting: 10 July 2019

Attendees: Eijkhout, Allison, Shantharam, Maiden, Mehringer, Sale

Unable to attend: Kappes, Urbanic, Houchins

Agenda:

- PIF: Susan assemble and send to sponsor
- Quarterly report input deadlines - CI-Tutor and CVW due 8am Aug 2, all else the week before
- Jason: Allocations webinars were run, post recording after

- Jeff: Python for Data Science nearing completion, demo next meeting
- Tom: New user webinar - to be scheduled
- Roadmaps: Susan to request reviews again on Monday July 15
- Flyer text review
- Project updates

Training group meeting: 26 June 2019

Attendees: Eijkhout, Shantharam, Mehringer, Allison, Kappes, Urbanic

Unable to attend: Houchins, Maiden, Sale

Agenda:

- Evaluation reports still needed? No - see Confluence
- Quarterly report input deadlines - CI-Tutor and CVW due 8am Aug 2, all else the week before
- PIF: Victor paragraph, Brandon paragraph, assemble and send to sponsor
- Panel- Yes, Sandie
- Project updates
- Big Data - Was sent out for Jay/Kate's second review on 6/26/19
- Machine Learning - Was sent out for Jay/Kate's first review on 6/18/19

Training group meeting: 12 June 2019

Attendees: Allison, Eijkhout, Shantharam, Kappes, Maiden, Mehringer, Sale

Unable to attend: Houchins, Urbanic

Agenda:

- XSEDE review
- Badges article
- ML roadmap review by June 14
- Postcard handout
- Travel funds question
- Attending PEARC19: Manu, Susan, ??
- Set up monthly workshop advert mtg with Tom, Hannah, Susan, Paul, NCSA?
- All – complete Staff survey
- Misc project updates

Training group meeting: 15 May 2019

Attendees: Mehringer, Shantharam, Kappes, Maiden, Eijkhout, Urbanic, Sale, Allison

Unable to attend: Houchins

- Publications: Put your publications in XUP/MY XSEDE or they will not be counted
- MPI terminology:
- Postcard/Flyer: size depends on content - Send out draft to group
- Projects:
 - Roadmaps: Machine Learning first draft is done. Big Data is posted, but will have further updates.
 - CVW: New, updates, redesign, CCRS
 - CI-Tutor: move to Moodle, test-posted first course. Cybersecurity and New User Training. Finished developing effective webinars. Set up for international summer school, site + badges.
 - Badges: Summer school, webinar training, python for data science (2). VE working through materials for badge questions.
 - HPC Monthly series: MPI just finished, Bootcamp next, all topics updated each session
 - YouTube for monthly: Need to start spot-updating.
 - Material development: VE PETC course development. Teaching MPI at TACC institutes. Do I have MPI video? (Susan)
 - JS: wrapping up Python for Data Science with CRM (2 parts), New gateways tutorial.
 - New User Training - fresh development
 - JA: updating course catalog, running institutes, webinars, ...

Training group meeting: 17 April 2019

Attendees: Mehringer, Allison, Shantharam, Kappes, Urbanic, Maiden,

Unable to attend: Eijkhout, Houchins, Sale

- All - remember to include Code of Conduct slide in all events
- MPI Terminology - update as you see fit - Susan update Victor
- YouTube update - three done, three to finish
- Annual Report - send email reminder
- Post-event office hour - April 18
- Course catalog – received updates from NCSA and PSC, still need NICS, CU, TACC
- Roadmaps - Manu get Big Data reviews to finish in April if possible (Machine Learning is next)
- Badges - XUP page is posted, keep up to date, image from Sandie

- Postcard handout - Susan share draft
- Ticket response: answer within 16 hours. Susan add Jason to group to take tickets

Training group meeting: 3 April 2019

Attendees: Mehringer, Sale, Shantharam, Eijkhout, Allison

Unable to attend: Houchins, Urbanic, Kappes, Maiden

- Course catalog – received updates from NCSA and PSC, still need NICS, CU, TACC
- Roadmaps - Manu get Big Data reviews to finish in April if possible
- Badges - XUP page is posted, keep up to date
- Post-event office hour - April 18
- Postcard handout - Susan share draft
- Ticket response: answer within 16 hours. Susan add Jason to group to take tickets

Training group meeting: 20 March 2019

Attendees: Mehringer, Kappes, Eijkhout, Allison, Maiden

Unable to attend: Houchins, Urbanic, Sale, Shantharam

- Course catalog – received updates from NCSA and PSC, still need NICS, CU, TACC
- YouTube – OpenMP update sections identified? – John - Complete last topic - Susan
- New User Webinar - Jason will schedule April session
- The Code of Conduct slide has been updated - be sure to use the newest one
- Publications: in addition to listing in accomplishments, update your XUP user profile
- Create New User videos specifically for online, along with mini-clips
- Try office hours after next new user webinar – Tom and Susan – schedule Zoom hour, send email to attendees, share with Jason

Training group meeting: 6 March 2019 - canceled due to Quarterly

Training group meeting: 23 January 2019

Attendees: Mehringer, Sale, Shantharam, Kappes, Eijkhout, Allison, Maiden

Unable to attend: Houchins, Urbanic

- Course catalog – received updates from NCSA and PSC, still need NICS, CU, TACC
- YouTube – OpenMP update sections identified? – John - Complete last topic - Susan
- Roadmaps and badges cross-point - *keep in mind for both*
- Badges XUP tab content drafted - *Susan - grab content input from email and submit*
- Roadmaps - Manu contacting content experts again
- March quarterly meeting - Check staff wiki for agenda if interested

Training group meeting: 6 February 2019 - canceled

Training group meeting: 23 January 2019

Attendees: Mehringer, Sale, Shantharam, Kappes, Eijkhout, Allison

Unable to attend: Maiden, Houchins, Urbanic

Meeting topics:

- Course catalog – received updates from NCSA and PSC, still need NICS, CU, TACC
- YouTube – OpenMP update sections identified? – John
- Roadmaps and badges cross-point - *keep in mind for both*
- Badges XUP tab content drafted - *finish final edits*
- Photo consent form
- Quarterly report input
- Feb 6 call canceled
- General project updates
- Other?

Training group meeting: 9 January 2019

Attendees: Mehringer, Sale, Shantharam, Kappes, Maiden, Eijkhout, Urbanic, Akli, Alameda

Unable to attend: Allison, Houchins

Meeting topics:

- Badges
- Jeff - gateways demo
- Survey - input?
- Course catalog – status of format, and need updates
- Sandie, Tom, Susan - provide list of materials ready for review – CI-Tutor (done), CVW, and Monthly by second week in January
- KISTI – John – update?
- YouTube – OpenMP plan micro updates – Tom and John

Training group meeting: 12 December 2018

Attendees: Mehringer, Sale, Allison, Shantharam, Kappes, Maiden, Eijkhout

Unable to attend: Urbanic, Houchins

Action Items:

- All - Review updated Course catalog
- Susan - Course Catalogue, check filter matches, send out lists to check
- Sandie, Tom, Susan - provide list of materials ready for review – CI-Tutor, CVW, and Monthly by second week in January
- John - KISTI update

Training group meeting: 28 November 2018

Attendees: Mehringer, Eijkhout, Shantharam, Maiden, Allison, Sale

Unable to attend: Kappes, Houchins, Urbanic

Action Items:

- Victor and Sandie: Address request for Parallel Numerical Software by improving existing CI-Tutor topic
- Susan: move ahead with large-scale review: get list from CVW and CI-Tutor
- Susan: draft content for Training postcard, ask Training group for feedback
- Project updates: Badges, Roadmaps, Code of Conduct, Course catalog, training events, material development, Efficiency or Innovation suggestions? etc

Training group meeting: 14 November 2018 - canceled due to SC18

Training group meeting: 31 October 2018

Attendees: Mehringer, Eijkhout, Shantharam, Kappes, Sale, Maiden

Unable to attend: Houchins, Allison, Urbanic

Action Items:

- Complete accomplishments by noon Nov 1
- Complete attendees entry by noon Nov 1
- Tweak monthly attendee note
- Manu - put new roadmap in gui format
- Tom - look into online New User Training video

Training group meeting: 17 October 2018

Attendees: Mehringer, Eijkhout, Houchins, Shantharam, Kappes, Allison, Sale, Maiden

Unable to attend: Urbanic

Action Items:

- Susan: share the code of conduct slide when complete, share photo release when approved
- Susan: replace top photo on xsede.org web page
- All: Quarterly report: (1) wiki - accomplishments, (2) impact - email to Susan (3) attendee data, Sandie, Jason
- Susan, Sandie: add badge pointers to appropriate online training materials
- Badges team: Sandie, Jeff, Victor: establish content for set of MPI badges - BEGUN

Training group meeting: 19 September 2018

Attendees: Mehringer, Shantharam, Kappes, Sale, Allison, Urbanic

Unable to attend: Maiden, Houchins, Eijkhout

Action Items:

- Susan: send out dry run info
- Susan: talk to Victor about C++
- Sandie: Decide on Code of Conduct training
- Susan: Code of Conduct - is this for staff only? Do we point to any existing material?
- Tom: Is Marcela's New User Training scheduled for October? Need new video recording
- Victor: marking up KNL topic for update

Training group meeting: 5 September 2018

Attendees: Mehringer, Shantharam, Kappes, Sale, Eijkhout, Allison

Unable to attend: Urbanic, Maiden, Houchins

Action Items:

- Jeff - New Staff Guide: going through new staff list, will reach out to some for input
- All - Code of conduct staff training: let me know if you're interested in working on this
- Sandie – badges article follow-up
- Susan – find out if portal supports a link checker, if so, can it be applied to the roadmaps
- Susan – follow up on responding to training gaps
- Susan - check on Manu's roadmap editing access - DONE
- Manu - roadmap update - remove node to 2014 materials, add node to MFA

Training group meeting: 22 August 2018

Attendees: Mehringer, Shantharam, Maiden, Kappes, Sale, Houchins, Eijkhout

Unable to attend: Urbanic, Allison

Action Items:

- Quarterly meeting topics: articles (badges, online training), gaps, roadmaps (Susan)
- MCU funding - promised to come with the next set of funding, for last year and the coming year - let us know if not (Tom)
- YouTube - Last set of edits? (Tom)
- XUP logins - (Sandie)
- Compare sign-in sheet to log file, get all input first (Susan) (Reminder sent to remaining moderators Aug 22)
- Send Manu dial-in information for quarterly (Susan) - DONE
- Add YouTube to XUP Course Listing -
 - (Susan send spreadsheet to Tom) - DONE
 - (Tom add listings)
- Outreach
 - Sandie - Badges article? If not, ask Kristin at quarterly (Susan)
 - Susan & Sandie - async training article, bring draft ideas to quarterly (Susan and Sandie)
 - HPCU & SIGHPC repository
 - Sandie - CI-Tutor
 - Susan - CVW
 - Tom - YouTube
 - Susan - monthly new async article to User News
 - XUP Course Listing - keep this up to date

Training group meeting: 8 August 2018

Attendees: Mehringer, Eijkhout, Kappes, Sale, Allison,

Unable to attend: Houchins, Shantharam, Maiden, Urbanic

Action Items:

- Share review info with PSC (Susan) - DONE
- Badges - meet to discuss process, plans, etc (Sandie, Jeff, Victor) - DONE
- Invite everyone to slack (Susan) - DONE
- Outreach
 - Sandie - Badges article? If not, ask Kristin at quarterly (Susan)
 - Susan & Sandie - async training article
 - HPCU & SIGHPC repository
 - Sandie - CI-Tutor
 - Susan - CVW
 - Tom - YouTube
 - Susan - monthly new async article to User News
 - XUP Course Listing - keep this up to date, add YouTube

Training group meeting: 25 July 2018 No meeting, due to PEARC

Training group meeting: 11 July 2018

Attendees: Mehringer, Eijkhout, Shantharam, Maiden, Allison

Unable to attend: Houchins, Urbanic, Sale, Kappes,

Action Items:

- All - send Susan a list of your PEARC activities
- All - complete the Staff Climate Study if you haven't already done so
- All - update activities and impact stories in confluence by July 30
- Jason - enter this quarter's training attendees by July 30
- Sandie - send CI-Tutor data by Aug 1

Training group meeting: 17 June 2018 No meeting, due to vacations and running events

Training group meeting: 13 June 2018

Attendees: Mehringer, Eijkhout, Sale, Shantharam, James, Kappes

Unable to attend: Houchins, Allison, Urbanic, Maiden

Action Items:

- Sandie - watch for draft article from Bozwell on Badges
- Susan - send Tom and John draft posting for User News on YouTube training
- Susan - send draft roadmap to Ken
- Susan, Jason, John - discuss New User Training updates

Training group meeting: 30 May 2018

Attendees: Mehringer, Maiden, Eijkhout, Sale, Allison, Urbanic, Shantharam, James, Kappes

Unable to attend: Houchins

Action Items:

- All - Farewell to Doug!
- Sandie - move forward with Bozwell on Badges article
- Susan - post YouTube topic on User News
- Susan and Victor - meet to discuss projects

Training group meeting: 16 May 2018

Attendees: Mehringer, Maiden, Eijkhout, Sale,

Unable to attend: Shantharam, James, Kappes, Houchins, Allison, Urbanic

Action Items:

- All - Subscribe to the Monthly workshop YouTube channel: https://www.youtube.com/channel/UCTVSqD_eiHZtuRv0PKTLOEw

Training group meeting: 18 April 2018

Attendees: Mehringer, James, Shantharam, Kappes, Allison, Urbanic, Maiden, Sale, Eijkhout

Unable to attend: Houchins

Action Items:

- Sandie, Susan - gather online training data for the quarter on May 1
- Jason, Jeff - enter attendee data for workshops you ran
- All - update accomplishments list for the quarter

Training group meeting: 21 March 2018

Attendees: Mehringer, James, Shantharam, Kappes, Allison

Unable to attend: Urbanic, Maiden, Sale, Houchins

Action Items:

- Susan - continue New User Training discussion by email
- Manu - Roadmaps - Assemble content updates on the first roadmap, mark up issues

Training group meeting: 21 February 2018

Attendees: Mehringer, Maiden, James, Shantharam, Sale, Kappes, Allison

Unable to attend: Urbanic, Houchins

Action Items:

- Share info on PEARC18 submissions - DONE
- Manu - Roadmaps - Assemble content updates on the first roadmap

- Jeff - Draft new async training blurb
- Tom - review attendee data, login vs moderator

Training group meeting: 24 January 2018

Attendees: Mehringer, Maiden, Urbanic, James, Shantharam, Sale, Kappes

Unable to attend: Allison, Houchins

Action Items:

- Quarterly report input:
 - All: update accomplishments list. Include impact if possible
 - Tom - Pre/post survey results
 - Sandie - CI Tutor
 - Jason - attendee data
- Susan - Roadmaps - summarize feedback, share with Manu, plan meeting
- Susan - followup on SIGHPC Edu chapter request
- Susan - post recent new materials in User News
- Tom - collect login data from Feb workshop, so we can compare to attendees reported
- Sandie - update badges environment before Boz's article is published

Training group meeting: 10 January 2018

Attendees: Mehringer, Maiden, Urbanic, James, Shantharam, Sale, Kappes

Unable to attend: Allison, Houchins

- Doug - send slides - DONE
- Sandie - check with Boz on badges article - DONE
- Tom - send email with payment details on mcu funds
- Susan - close out roadmaps review - DONE

Training group meeting: 13 December 2017

Attendees: Mehringer, Maiden, Urbanic, James, Shantharam, Houchins

Unable to attend: Allison, Sale, Kappes

Action Items:

- Tom - Review monthly workshop moderator requirements email, assess in 6 months
- Tom - Continue to collect pre-post survey questions
- Susan - Roadmaps - watch for public link, then write to reviewers

Training group meeting: 29 November 2017

Attendees: Mehringer, Maiden, Urbanic, James, Sale, Kappes, Shantharam

Unable to attend: Allison, Houchins

Action Items:

- Susan - Gather input for User Satisfaction Survey - DONE
- Susan - Badges article - set up call (responded to Boz) - DONE
- Susan - Roadmaps - check status; wrote to David Dec 5 - DONE
- Susan/Sandie/Tom/John - Implement pre/post assessment - DONE

Training group meeting: 15 November 2017 No meeting, due to SC17

Training group meeting: 1 November 2017

Attendees: Mehringer, Maiden, Urbanic, Houchins, James, Sale, Allison, Shantharam

Unable to attend: Kappes

Action Items:

- Pre/post training test
 - Susan and Sandie - implement self-assessment in async training - DONE
 - Tom & John - implement via moodle in Nov or Dec workshop - DONE
- Susan - Complete OpenACC video
- Susan - Follow up on all Cybersecurity sharing ideas from Jim, and share with Champions on Slack training channel - IN WORK
- Susan - send roadmap feedback to David - DONE
- Badges:
 - Susan - Put badge slide info from Tom and Jeff into XSEDE slide template and share with all trainers
 - Susan - ask Kristen again about an article - DONE

- Jeff/Sandie - work with ER if article ok'd - IN WORK

Training group meeting: 18 October 2017

Attendees: Mehringer, Maiden, Urbanic, Kappes, James, Sale, Allison, Shantharam

Unable to attend: Houchins

Action Items:

- Quarterly:
 - All - Update Accomplishments section before end of October
 - Jason - Update training attendee info by end of October
 - Sandie - Ci-Tutor data to Susan Nov 1
- Pre/post training test
 - Sandie - share self-assessment, and implement in CI-Tutor
 - Susan - implement pre quiz in half, and self-assessment in half
 - Tom & John - implement in Nov or Dec workshop
- Susan - Send V2 of monthly workshop video sample to CEE Leads and ER - DONE
- Sandie - Send Susan Cybersecurity info, share with Champions on Slack training channel
- Badges:
 - Tom - send badge slide to Susan - DONE
 - Susan - talk to Kate and Linda
 - Tom/John - include in monthly workshops - DONE
 - Susan - check with Kelly/Jennifer, then approach ER about an article
 - Jeff/Sandie - work with ER if article ok'd

Training group meeting: 4 October 2017 No meeting, due to CEE All Hands

Training group meeting: 20 September 2017

Attendees: Mehringer, Maiden, Urbanic, Kappes, James, Sale, Allison, Houchins

Unable to attend: Shantharam

Action Items:

- John/Tom/Susan - Discuss v1 of monthly workshop => video sample - DONE

Training group meeting: 6 September 2017

Attendees: Shantharam, Mehringer, Maiden, Urbanic, Kappes, Houchins, Wernert

Unable to attend: James, Sale, Allison

Action Items:

- Tom/Sandie/Susan - Implement pre/post training test, to determine if it's effective/useful info
- Susan - Request a "best security practice" slide from security team, to be included in all new user training
- Tom/John - will work with Julie to update monthly workshop survey, and perhaps design a post-event survey
- Susan - review notes from quarterly meeting session to work with Julie to update annual survey

Training group meeting: 23 August 2017 No meeting, Susan will be out

Training group meeting: 9 August 2017

Attendees: James, Sale, Shantharam, Mehringer, Maiden, Urbanic, Kappes, Houchins, Allison

Unable to attend:

Action Items:

- All - Update "Training Projects" page Accomplishments section for quarterly report highlights (by Friday)
- All - feedback to Manu on Chemistry roadmap draft
- Susan - Next call, invite Lorna to attend to discuss surveys
- Manu - 2nd draft roadmap ideas for 3-5 domain areas (by next call)

Training group meeting: 26 July 2017

Attendees: James, Sale, Shantharam, Mehringer, Maiden, Urbanic

Unable to attend: Kappes, Houchins, Allison

Action Items:

- All - Update "Training Projects" page Accomplishments section for quarterly report highlights (by Friday)
- Manu - Draft up roadmap ideas for 3-5 domain areas (by next call)

Training group meeting: 12 July 2017 No meeting due to PEARC17

Training group meeting: 28 June 2017

Attendees: James, Sale, Kappes, Houchins, Shantharam, Mehringer

Unable to attend: Maiden, Urbanic, Allison

Action Items:

- Tom, Susan - Finish micro-survey follow-up by next meeting
- Susan - Plan future meeting topics: Moodle: Sandie, Surveys/Feedback: Lorna, Outreach:
- No call July 12 due to PEARC
- Susan - follow up with Jay on Reviewers

Training group meeting: 31 May 2017

Attendees: James, Mehringer, Sale, Kappes, Allison, Houchins

Unable to attend: Shantharam

Connection problems: Maiden, Urbanic

Action Items:

- Doug - comment on Panel question - DONE
- All - respond to highlights list - DONE
- Susan - distribute micro-survey questions to Tom, Jeff, Doug, and Susan - DONE
- Tom, Jeff, Doug, Susan - call re micro-survey - Jeff and Doug DONE
- Susan - ask Luke if Vis badge can be advertised to institute attendees - DONE

Training group meeting: 17 May 2017

Attendees: Shantharam, James, Urbanic, Maiden, Mehringer, Sale, Kappes

Unable to attend: Allison

Action Items:

- Doug - update Jason on generic accounts discussion - DONE

Training group meeting: 3 May 2017

Attendees: Kappes, Shantharam, Mehringer, Allison, Maiden, Sale, James

Unable to attend: Urbanic

Action Items:

- Susan - drop slack team
- Susan - look into XSEDE User News articles - badges, online, upcoming monthlies, etc.
- Susan - get XUP login
- Susan - give Jason draft of request to self-mark attendance for webcasts
- Susan - post review table for community materials
- Doug - look into improvements on review process, now that we've in the first round

Training group meeting: 19 Apr 2017

Attendees: Sale, Kappes, Shantharam, Mehringer,

Unable to attend: James, Allison, Maiden, Urbanic

Action Items:

- All - please keep updating confluence pages
- All - complete the climate survey
- Jeff - update confluence re badge outreach plans
- Susan - follow up on invite for Manu to Climate Survey

Training group meeting: 5 Apr 2017

Attendees: Sale, Shantharam, Mehringer, James, Allison, Maiden, Urbanic

Unable to attend: Kappes

Action Items:

- Susan - Set up table in confluence of community materials, for Doug and Jeff's quick review

Training group meeting: 22 Mar 2017

Attendees:, Sale, Shantharam, Kappes, Mehringer, James, Allison, Maiden

Unable to attend: Urbanic

Action Items:

- Susan - Check on bulk add status
- Susan - Roadmap feedback to David
- Susan - Send out micro survey email

Training group meeting: 8 Mar 2017

Cancelled due to Quarterly

Training group meeting: 22 Feb 2017

Attendees:, Sale, Shantharam, Kappes, Mehringer, James, Urbanic, Maiden

Unable to attend: Allison

Action Items:

- All - review roadmap draft by noon Feb 27
- Susan - roadmap feedback to UII by Feb 28
- Susan - set up training slack team

Training group meeting: 8 Feb 2017

Attendees:, Sale, Shantharam, Kappes, Mehringer, Allison

Unable to attend: Urbanic, James, Maiden

Action Items:

- Susan - finish updating module review procedure doc - DONE
- All - review roadmap draft by end of week - DONE
- Susan - send roadmap draft feedback to David - DONE

Training group meeting: 25 Jan 2017

Attendees: Kappes, James, Shantharam, Sale, Mehringer

Unable to attend: Maiden, Allison

Action Items:

Training group meeting: 11 Jan 2017

Attendees: James, Sale, Shantharam, Kappes, Mehringer, Maiden, Allison

Unable to attend: Urbanic

Action Items:

- Sandie - finish updating module review form
- Susan - finish updating module review procedure doc
- Susan - Send out the two items above for review
- Jeff/Manu - Solicit CEE for Staff Guide feedback
- All - Comment on draft questions for Training Micro-Survey
- All - Comment on feedback draft for Roadmap sample

Training group meeting: 28 Dec 2016 - Cancelled due to Holiday

Training group meeting: 14 Dec 2016

Attendees: James, Sale, Shantharam, Kappes, Mehringer

Unable to attend: Lathrop, Maiden, Allison, Urbanic

Action Items:

- Everyone not at this meeting, send Jeff and Manu Staff Guide feedback by email or phone
- Susan - Invite David to next meeting re Roadmap draft
- Susan - Check with Evaluation if there is anything specific to this group from the last survey

- Susan - Next CEE call topic: next steps for Staff Guide
- Susan - check with Jay on JIRA process for module review

Training group meeting: 30 Nov 2016

Attendees: Mehringer, Kappes, Maiden, Kappes, James, Allison, Sale, Shantharam, Lathrop

Unable to attend: Urbanic

Action Items:

- All - Update project plans on Confluence XSEDE Staff pages
- Jeff, Manu, Susan - meet with Scott Wells re Staff Guide - DONE
- Susan - share info with Scott on attend/walk-in - DONE
- Susan - send Comet CVW out for review
- Susan - send Globus CVW out for 2nd review

Training group meeting: 16 Nov 2016 - Cancelled due to SC16

Training group meeting: 2 Nov 2016

Attendees: Mehringer, Urbanic, Maiden, Kappes, James, Allison, Sale, Shantharam, Lathrop

Unable to attend: Kappes

Action Items:

- All - Update project plans on Confluence XSEDE Staff pages

Training group meeting: 19 Oct 2016

Attendees: Mehringer, Urbanic, Kappes, Sale, James, Shantharam, Alameda

Unable to attend: Lathrop, Allison, Maiden

Action Items:

- Kappes - Update module review form per feedback from Jay and Doug - PENDING
- Mehringer - Get management feedback on Community Materials draft - PENDING

Training group meeting: 5 Oct 2016

Attendees: Mehringer, Maiden, Urbanic, Kappes, Sale, James, Shantharam

Unable to attend: Lathrop, Allison

Action Items:

- James/Sale - Additional content requested for "Links to Community Materials/Events" draft - DONE
- Mehringer - post badge plans/timing on wiki - DONE

Training group meeting: 21 Sept 2016

Attendees: Mehringer, Lathrop, Alameda, Maiden, Urbanic, Allison, Kappes, Sale, James

Action Items:

- Allison - collecting participants for webcast is problematic. Looking into options for better data collection - PENDING
- Mehringer - Check with LW on his badge plans, then if positive arrange centers call on the topic of a higher granting authority etc - PENDING
- Mehringer - Consider proposing badges topic to Dec Quarterly, re granting authority and collaboration - PENDING
- Kappes/Sale - add target dates to badge plans doc - DONE
- Mehringer - send review form and module info to James & Alameda for review of Globus File Transfer module - DONE
- Mehringer - send out the course spreadsheet update request to seven sites. All updates should go to both Maytal (for XUP) and Kate (for HPCU) - DONE
- All - review "Links to Community Materials/Events" draft - DONE

Training group meeting: 7 Sept 2016

Attendees: Lathrop, Alameda, Maiden, Allison, Kappes, Mehringer

Unable to attend: Urbanic, Sale, James

Action Items:

- Maiden/Mehringer: revisit converting a topic to async; use updated materials - PENDING
- Sale: Gateways module – send info gathering template to Marlon - PENDING
- Mehringer: write up draft update to Training Strategic Plan, send to training group - PENDING

- Mehringer: check with sites on XUP course lists - DONE, sent request for updates to seven sites
- Maiden: submit ticket to request bulk add/disable userids for large training events - DONE ticket submitted
- Mehringer: write up draft plan for community events/content on XUP, send to training group - DONE
- Kappes/Mehring: discuss gathering XUP username for async participants; can we get there? - DONE
- Mehringer: create protected page in staff wiki for these meeting notes - DONE 9/7/16, but decided will leave public
- Alameda: identify reviewer for Globus File Transfer module - DONE 9/21/2016
- Lathrop: Equip rental request to Kelly, for satellite monthly workshops - DONE 9/7/16
- Maiden: think about how to improve generic links to PSC materials from XUP Courses page - update link to most recent version. - DONE 9/21/2016