

# SMT Meeting - February 16, 2017

Attendees:

NAME	PRESENT  
John Towns	
Ron Payne	
Laura T. Herriott	
Kelly Gaither	
Emre Brookes	
Dan Stanzione	
Karla Gendler	
Scott Wells	
David Lifka	
Gregory Peterson	
Victor Hazlewood	
Unknown User (roskies)	
Nancy Wilkins-Diehr	
Sergiu Sanielevici	
David Hart	
Ken Hackworth and Amy Schuele	
J Ray Scott	
Craig Stewart	
Lizanne DeStefano	
Maytal Dahan	
Rudolf Eigenmann	

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. XAB ([John Towns](#) / [Ron Payne](#))

Previously:

- Previous discussion archived: [SMT Meeting - November 10, 2016](#)
- (1/5) Ron
  - [2016 Dec 14<sup>th</sup> call](#) focused on process NSF plans to use during the next round of re-competition of XSEDE
    - Rudi is looking into getting community input
    - Next call: [2017 Feb Call](#): Wed, 2/8 – 11am-12pm ET | 10-11am CT | 9-10am MT | 8-9am PT
    - John continues to follow-up with Sandra Harpole on the open XAB seat.
- (1/19) John - moving to next list since Sandra Harpole has not responded
- (2/2) John - Toni Collis getting management approval
- (2/2) John - need agenda topics; will touch base with Karin

Discussion:

- (2/16) John - Toni Collis agreed to join the XAB; all seats filled

Decisions:

Actions:

### 3. XSEDE2 Reporting ([Karla Gendler](#))

Previously:

- Previous discussion archived: [SMT Meeting - November 10, 2016](#)
- (1/5) Karla
  - IPR due 2/15 with quarter close on 1/31. Watch for emails soon for due dates for text
  - Planning will begin mid-January; inputs before March quarterly
  - PSC will provide project manager for XCI upon Janet Brown's departure. Will also need a point on UREP. ACTION Karla will send description to Ralph
- (1/19) Karla - email from Leslie Morsek about IPR2 due 2/17; highlights language to use and timeframes
- (1/19) Karla - Planning email will come soon as well, will begin after IPR2 writing is done
- (2/2) Scott - middle of current reporting period, due to NSF 2/17

Discussion:

- (2/16) Karla - IPR2 is with Leslie Froeschl and will go to John at the end of the day today; John will finalize and submit 2/17
- (2/16) Karla - Planning process is underway; L3 prioritized activities are due today

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

### 4. XSEDE2 Wiki Discussion ([Karla Gendler](#))

Previously:

- (9/29) Karla - will bring policy to SMT for review. Recommendations for accounts for non-XSEDE staff
- (10/13) Karla - will bring policy to SMT for review. Recommendations for accounts for non-XSEDE staff
- (10/27) Karla - Janet has sent the policy doc to Maytal and JP for review; Also awaiting security audit input
- (11/10) Karla - finalizing policy document and will come to SMT for approval. Will also have to develop JIRA and Google Drive policy documents
- (1/5) Karla - finalizing policy document and will come to SMT for approval. Will also have to develop JIRA and Google Drive policy documents
- (1/19) Karla - Janet's departure transition is in motion but not yet finalized
- (1/19) Karla - finalizing policy document and will come to SMT for approval. Will also have to develop JIRA and Google Drive policy documents
- (2/2) Scott - finalizing policy document and will come to SMT for approval. Will also have to develop JIRA and Google Drive policy documents

Discussion:

- (2/16) Karla - Deb has taken over for Janet and will send the policy to PM team. Auditing wiki licenses to see if we should remove any

Decisions:

Actions:

## 5. XSEDE Website Redesign (Karla Gendler)

### Previously:

- (1/5) Maytal - Wire frames in place, need decisions from Ron and John and to understand the role of External Relations and their branding study. Initial focus is to work on the website and then move to the user portal with improved navigation, look and feel. Can do a presentation at March or June quarterly. Usability study conducted on the current website in addition to interviews; can share final report from Craig Jansen at TACC. Would be good to do another usability study 3-6 months after the new website. Craig Jansen at TACC.
- The new architecture and the wireframes can continue to be improved upon but we need an initial design and site map to be approved to not delay the re-design process further. Nothing with a web site is set in stone but we would like to have something approved for the initial release planned at the end of this program year. On the wiki page I link to below there are two documents:
  1. The presentation I plan to give tomorrow. I'll make sure to keep it short but thorough enough to answer any questions.
  2. The Usability study that I talked about at the last SMT meeting if anyone is interested in looking at the final report.

These are both located on the XSEDE web site redesign is located on the following WIKI page: <https://confluence.xsede.org/display/XT/XSEDE+Web+Site+Redesign>

- (1/19) Maytal - went through slides sent
- (1/19) Ralph - what about scientific accomplishments?
  - Maytal - would be under About
  - Ralph - I would think we need an place that is easy to get to that points to scientific accomplishments
- (1/19) John - infrastructure and XCI, design, use cases, how can you submit a use case
- (1/19) Maytal - how detailed do we want to get and where do we want to include all of added information?
  - John - requirements we have identified from the community
  - Maytal - project documents area? Infrastructure is a loaded word, so we will need to see where it makes sense to put it
- (1/19) John - link to \_\_\_ (missed it due to a sneeze)
  - Maytal - would have that from the User Portal
- (1/19) Sergiu - assumption the User Portal remains the same?
  - Maytal - the user portal could absorb what the website is shedding. User portal will undergo another evolution that is more gradual
- (1/19) Dave H - resources section seems a bit limiting, conveys that XSEDE resources are all we offer. Ecosystem section that would allow us to include Infrastructure and things beyond resources. Gateways could be included then under Ecosystem.
  - Maytal - XSEDE overview could be expanded
- (1/19) Maytal - email any additional feedback, will need approval for wireframes and architecture. Will be upgrading to LifeRay 6.2 and change from staging to workflow process
- (1/19) John - fine with wireframes. Have a few architecture issues. Not everyone is on the call as well. Can approve via email as well. ACTION Ron request feedback from SMT with a deadline to get it approved
- (1/19) Dave - approve wireframes.
- (1/19) ACTION Ron will get a status from Kristin for her portion
- (2/2) Maytal - need approval on website architecture, sent email:  
[https://confluence.xsede.org/pages/viewpage.action?spaceKey=XT&title=XSEDE.org/pages/viewpage.action?spaceKey=XT&title=XSEDE+Web+Site+Redesign&preview=/1676689/1677798/XSEDE%20Web%20Site%20-%20Draft%20Site%20Map%20-%20Sheet1.pdf#](https://confluence.xsede.org/pages/viewpage.action?spaceKey=XT&title=XSEDE.org/pages/viewpage.action?spaceKey=XT&title=XSEDE.org/pages/viewpage.action?spaceKey=XT&title=XSEDE+Web+Site+Redesign&preview=/1676689/1677798/XSEDE%20Web%20Site%20-%20Draft%20Site%20Map%20-%20Sheet1.pdf#)
- The XSEDE web site redesign is located on the following WIKI page: <https://confluence.xsede.org/display/XT/XSEDE+Web+Site+Redesign>
- (2/2) Maytal - still waiting to hear from Kristin and ER folks on style guide
- (2/2) John - comments from last call are not integrated in document
- (2/2) Maytal - could add science success stories
- (2/2) Dave L - XCI should be on the high level; community resources page
- (2/2) Date H - sent email to leadership with feedback 2 weeks ago, partners vs. organization issue. For Users. Ecosystem vs. Resources.
- (2/2) Greg - reference help desk
- (2/2) Maytal - help on each page goes to help desk
- (2/2) Victor - listing unallocated resources who participate as well

### Discussion:

- (2/16) Maytal - site maps are fluid and will change and evolve. Proposing another usability study after the website is out.

### Decisions:

### Actions:

## 6. SP Forum and XSEDE Federation (Dan)

### Previously:

- Previous discussion archived: [SMT Meeting - November 10, 2016](#)
- (11/10) Victor - SP expectations document sent to John
- (1/5) John - Software Institute letter to be a part of XSEDE from Nancy. MOU vs. letter of commitment
- (1/5) Dan - next meeting is next Thursday. Holding new officer elections. Document out for review: SP integration.
- (1/5) Ron - SGCI SP application requesting XSEDE Federation and Service Provider Forum membership as a Level 2 Service Provider.
- (1/19) Ron - SMT vote for SGCI SP application requesting XSEDE Federation and Service Provider Forum membership as a Level 2 Service Provider.

- Yes from John, Dave H, Ralph, Greg. Will follow up with Dave Lifka and Kelly ACTION Ron
- (1/19) J Ray - elections for SP Forum:
  - Chair: Dan Stanzione, TACC
  - Vice-chair: J. Ray Scott, PSC
  - XAB Reps: Craig Stewart, IU; Shawn Strande, SDSC
  - Level 2 Chair: Ruth Marinshaw, Stanford
  - Level 3 Chair: Shawn Doughty, Tufts
- (2/2) Dan - Science Gateways Institute newest member. Policy around startup language. Considerations around timing for SPF to review planning process.
- (2/2) Nancy - needs to be added into email list and Victor's integration document

Discussion:

- (2/16) Dan - new membership application from Colorado; working with Karla on how to incorporate SP Forum into planning process
- (2/16) Dave - gaps in document for SP integration guide; sending to Victor ACTION
- (2/16) John - can revisit at next meeting but could have version 1 of document

Decisions:

- SGCI LOI for level 2 SP approved. Acceptance letter sent 1/27.

Actions:

**7. Allocations Policy Changes Report (David Hart)**

Previously:

- (2/2) Dave - recommended changes: [Allocation Policy Revisions 2017 v1.0.docx](#) or [Allocation Policy Revisions 2017 v1.0.pdf](#)

Discussion:

- [AllocRevision\\_draft\\_ImplementationPlan.pdf](#)
- (2/16)
  - Recommendation 1 - no objections
  - Recommendation 2 - no objections
    - John - for very large requests recommend they apply for BlueWaters time
  - Recommendation 3 - no objections
    - John - set a dynamic threshold
  - Recommendation 8 - no objections
    - John - getting the guidelines down
  - Recommendation 10 (a) - no objections
  - Recommendation 10 (b) - no objections
  - Recommendation 12 - no objections
  - Recommendation 13 - no objections
  - Recommendation 14 - no objections
  - Recommendation 9 - no objections
    - John - PIs not accustomed to submitting those reports, so it will be interesting to see how that plays out; prevent onerous process
    - Sergiu - more robust renewal progress report with a scope larger than 1 year
    - John - could catch publications
  - Recommendation 11 - no objections
  - Recommendation 7 - no objections
    - John - does it make sense to create another allocation class where startups are truly startups?
    - Dave - threshold for alternate opportunity
    - Nancy - would be good for others to know these "known" renewal details; what about educational options
  - Recommendation 6 - would like thresholds ACTION
    - John - are there cases where we wouldn't necessarily want to limit them and what would those be? For example, work from Industry that is substantial
  - Recommendation 5 - no objections
  - Recommendation 4 - no objections
  - Recommendation 15 - no objections
  - Recommendation 16 - no objections
    - John - guidance on how to define a service unit

Decisions:

- All recommendations reviewed. Topic will be removed from SMT agenda.

Actions:

- Revise Recommendation 6

**8. Migrating XSEDE functions that are hosted on Quarry (Craig Stewart / John Towns)**

Previously:

- (1/12) Email from Craig: Migrating XSEDE functions that are hosted on Quarry. For this we need a PCR, but we also need a lot more people involved and at some point we need a decision from you. I am happy to offer resources on Jetstream out of my PI discretionary allocation to

provide the resources needed to host the XSEDE operational infrastructure. The work of coordinating moves will take some effort from a lot of people, but it's just work to do and we can all get it done. The key question is really for you and SMT: do you want to have the primary hosting of the XSEDE operational infrastructure on AWS, with Jetstream as a backup, or would you prefer to have the primary hosting on Jetstream, with AWS as a backup. We'll go ahead and start a PCR, but this project is complicated and will take more time and effort overall than moving users. I would propose that we have at least a decision from XSEDE leadership and aim to have a PCR approved by the end of XSEDE2 PY1.

- (2/2) Craig - rather than replace Quarry, put them into the cloud
- (2/2) John - would like to be able to move these around
- (2/2) Dave L - services stay up
- (2/2) Craig - long-term discussion; ok with short-term decisions

#### Discussion:

- Topic will be tabled until further offline discussions about long-term planning.

#### 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)
  - Craig has colon cancer, long-term prognosis is good but the next 6 months will be rough
    - Encourage folks to provide support to Craig
    - Working on distribution of work
  - IPR is in hand and will begin work on that for submission
- CEE (Kelly)
  - Doodle poll out to interview for Scott's replacement
- ECSS (Nancy/Ralph/Sergiu)
  - Introducing a new KPI discussion, 6-month checkin discussion, unexpected extensions, PIF work
  - Fellows Program launching again this year to identify those involved; different than affiliates program launching soon
- XCI (Dave L/Craig)
  - PIF work
- Ops (Greg/Victor)
  - PIF plans, PY7 planning, potentially moving some services to cloud. Security incident finalizing: DUO and SSO hub; license up in April and in Program Office's hands. Currently 138 licenses; up to almost 1,000. Could potentially leverage site licenses; Illinois does have that and Ron using contacts from Adam
  - Nick Berente's request for access to data for research
    - John - looked at DMP with Dave Hart; says we'll release it under appropriate conditions which means we need to write a data policy
    - ACTION Greg form policy document team: Dave, Adam, and anyone else
- RAS (Dave H/Ken)
  - PIF, Agile work in busy group
- Program Office (Ron/Laura)
  - Quarterly Meeting Agenda sent to SMT for review
    - ACTION Follow up with Kelly about her presentation
  - Sub-award Status: 16 of 18 sub-awards in place
  - Reminder: PIF Idea submissions received by Feb 26th will be reviewed by PRB at the March quarterly meeting.
  - Reminder: Please record all improvements made and recommendations received in the tracking spreadsheet (link is below).
- SP Forum (Dan)
  - See Agenda item 6 above
- UAC (Emre)
  - March meeting agenda coming together
  - Dave L - JP has topics to send
- PM&R (Karla/Scott)
- NSF (Rudi)

Record improvements: <https://docs.google.com/spreadsheets/d/19YRAPeAF0rh5I9Xvhj8nKjROe3-JN7a1caLYbNamPaw/edit#gid=0>

Next Meeting: March 2, 2017