

SMT Meeting - July 6, 2017

Attendees:

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

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. 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
- (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
- (3/16) Karla will be setting up calls w/L2s for Plans
- (3/16) John - call w/Rudi: NSF would like summary of what we are discontinuing and what we are doing going forward, what has decreased or increased funding
- (3/30) Karla - reporting and planning emails gone or will be going out. A lot of PCRs in flight hoping to have most done by reporting time. IPR feedback from Rudi will be addressed by L2 and L3 areas
- (3/30) Dave - SP Forum discussion was good
- (4/13) Karla - planning and reporting
- (4/27) Karla - email went out this week for reporting, very tight timeline. John's pass on 5/8 so stay on deck for feedback that day
- (4/27) Karla - L2s let your project managers know what changes you'd like in the Plan based on XAB feedback
- (5/11) Karla - report in final stages
- (6/22) Karla - IPR 3 due August 17th, be prepared for the first week of August

Discussion:

- (7/6) - IPR3 is due August 17th which means that text will be due to Project Managers on August 7th. The recommendation is that L3s should have their text to their PMs on the 2nd. This also means that L2s and L3s will need to be watching their email for questions on August 14th. Expect to see an email from Leslie Morsek the last week of July.
- (7/6) - A risk review will begin the week of July 17th. Kandace (though JIRA) will be contacting all risk owners to review their risks where they will have to interact JIRA and their risks to mark them as being reviewed. She will be sending out documentation on how to do this with her email. All risk owners have JIRA accounts; they are the same as your Confluence wiki account and you can use your portal credentials to log in.

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

3. XSEDE Website Redesign (Maytal Dahan)

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>

- Initial SMT feedback archived: [SMT Meeting - February 2, 2016](#)
- (2/16) Maytal - site maps are fluid and will change and evolve. Proposing another usability study after the website is out.
- (3/16) Maytal - finalizing layout. Mapping old to new content—will need a lead for each area
- (3/30) Maytal - migrating content; need point of contact for each major area of the website—will request via email
- (4/13) Maytal - sent area responsibilities via email
- (4/27) Maytal - moving forward as expected; ideally will go live in June; content migration in May
- (5/11) Maytal - content coming together; 7/1 release date. Top level pages should be high level with options to dig in deeper
- (6/21) Maytal - freezing content by the end of this month for SMT review; then will begin flipping content

Discussion:

- (7/6) Maytal - not quite ready for SMT review; content is taking longer than expected but should be ready by the end of July. SP & CEE content in the works. Expect a summary of the pages as they stand.

Decisions:

4. Panel Report Responses (Ron Payne)

Previously:

- (6/19) Topic added
- (6/19) Ron - see 6/21 email; responding to main recommendations, not the L2 recommendations
 - Wed. 28-June: Draft responses due from owners to Google draft doc
 - Thur. 29-June: John reviews responses and provides direction for responses
 - Wed. 5-July: Updated responses due from owners
 - Fri. 7-July: John submits responses
- (6/19) Ralph - leverages Campus Champions...will run by Nancy as well
 - Using the Campus Champions as a generator of Use Cases; ACTION Craig will send text to Ralph
- (6/19) Greg - we should respond to weaknesses; ACTION Ron will update document
- (6/19) John - NSF report can be shared within the Project, not a public document

Decisions:

Discussion:

- (7/6) Ron - draft information is together; have a couple outstanding topics needing text
 - No need to provide written response to #17 - Ralph/Nancy/Craig - ECSS: Recommendations (Bullet 6)

5. XSEDE Publication Initiative (Laura T. Herriott & Victor Hazlewood)

Previously:

- (6/30) added to Agenda; draft of Publication Initiative sent to SMT, for review, on Thur. 29-June. https://docs.google.com/document/d/1CThxldZT4yxc9lC_xmJw_RKcJOHIKNcvgDUK5m16NM0

Decisions:

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Discussion:

- (7/6) Need to discuss funding (travel, etc.) as this is not in current budget.
- (7/6) John: more concerned about sharing "what we are learning as a project" with the community. Interested in exploring mechanisms of getting out information that are not appropriate for a more formal publication
- (7/6) Kelly: Where did the list of publication sources. Laura: Melissa Cragin offered to get a list started. Doc is open to update. Kelly to circulate throughout CEE.
- (7/6) Dave: how important is the accuracy of the list? Kelly: list is by WBS. Some lists are good, some don't map/apply. John: keep the list as potential channels but should focus on what should be provided and who should do it.
- (7/6) Maytal: what are the targets? John: It is hard to project how many when we haven't worked through what the who and how. It is reasonable for the L2 Directors to consider a target for their area given workload and effort.
- (7/6) Need more time on defining presentation criteria
- (7/6) Need criteria for tech journal/whitepaper series; need guidelines for the authors to use
- (7/6) Need a process to setup whitepaper series/tech journal and the reviewing process/activities
- (7/6) Can papers sourced from SP but outside XSEDE be included in tech journal/whitepaper series? This needs to be considered and criteria proposed and brought to SPF for review and feedback.
- (7/6) PEARC should be added to the possible publication channels
- (7/6) Next steps
 - Discuss and draft implications of whitepaper/tech series (process, criteria, etc.)
 - Reach out to SPF and other partners to get input on scope of series
 - Setup recurring quarterly meeting parallel sessions to provide status on initiative, discuss relevant topics, and brainstorm on potential publications

6. Globus Toolkit Support Changes (JP Navarro)

Previously:

- (6/30) added to Agenda; The following news item explains the high-level impact to XSEDE, how we plan to address it, and how to community questions and requirements:
<https://software.xsede.org/news/globus-toolkit-support-changes>

Decisions:

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Discussion:

- (7/6) JP - see link above of what is and is not impacted. Requirements analysis and functionality discussions internally and among partners. Preparing transition plan, BoF at PEARC17, BoF at Research Data Alliance in September, and potentially a stand-alone conference. Engaging

with XSEDE teams to ensure all dependencies are factored into transition plan. software.xsede.org has a Q&A forum for feedback. Feel free to email help@xsede.org as well.

- Dan - timeline?
- JP - final timeline is end of 2018
- Other areas to share with: SPs, Gateways, User Portal, XRAS, Operations
- XSEDE licensing the online services

7. Round-the-Call Call-out for Improvements (Ron Payne)

Previously:

- (5/9) Added to agenda; Requesting and reminding people to add improvements to the tracking spreadsheet is not working. The plan is to have this recurring SMT agenda topic to go around the call and call-out the improvements that have been made in each area.

Call Outs:

<https://docs.google.com/spreadsheets/d/19YRAPeAF0rh5I9Xvhj8nKjROe3-JN7a1caLYbNamPaw>

- CEE: nothing
- ECSS: affiliates program, getting better at JIRA
- XCI: name change
- Ops: enterprise services baseline security standards
- RAS: nothing
- Program Office: documenting access and processes as we train new staff and prepare for regular meetings with subs.

Decisions:

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) -
 - PEARC17 is next week. Steering Committee will be Monday + Town Hall meeting Wednesday. Encouraging community input.
 - Still no new Program Officer but having conversations with Bob Chadduck
 - Wrapping up responses to the Panel Report and send to NSF by 7/7
- CEE (Kelly) -
- ECSS (Nancy/Ralph/Sergiu) - staffing lists and skills. Accepted 4 affiliates with a few in reserves. Preparing for staff training at PEARC.
- XCI (Dave L/Craig) -
- Ops (Greg/Victor) - enterprise services baseline security standards
- RAS (Dave H/Ken) - leads of new XRAS clients
- Program Office (Ron/Laura) -
 - Hotel block is set for Aug Quarterly. See wiki page: [XSEDE Quarterly Meeting - August 2017](#)
 - Enter your new staff and recognition information before PEARC: <https://docs.google.com/document/d/1AOUiNmKQw0csLmQDgLZA9OedfNP-XcKyMPhvFou4SOo>
 - L1/L2 breakfast Thursday morning at PEARC
 - John Pirtle is a new member in the BusOps team
- SP Forum (Dan) - PEARC meetings
- UAC (Emre) - planning for Fall meeting
- PM&R (Karla/Scott) -
- NSF (TBD) -

Record improvements: <https://docs.google.com/spreadsheets/d/19YRAPeAF0rh5I9Xvhj8nKjROe3-JN7a1caLYbNamPaw>

Next Meeting: July 20, 2017