

SMT Meeting - October 27, 2016

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	
Scott Lathrop	
Unknown User (roskies)	
Nancy Wilkins-Diehr	
Sergiu Sanielevici	
David Hart	
Ken Hackworth	
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. PEARC17 (F.K.A. XSEDE17) Conference Update (David Hart) & PEARC18 Conference Update (Sergiu Sanielevici)

Previously:

- Notes on topic from meetings prior to 9/15 have been archived - see prior meeting notes for details.
- (9/15) Dave - UCAR can accept sponsored funds. Committee is rounding out. Have a hotel contract. CFP being edited
- (9/15) 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 rescoping, 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
 - International: PRACE, EGI, ComputeCanada, Riken
- (9/15) Dave - 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 sponsorship and registration dollars)
- (9/29) Dave - 6 invitations and 6 accepts. Logistics proposals. Sponsorships beginning including CASC. LCI presentation.
- (9/29) John - groups think we are moving too fast toward the name change, so need to move away from an XSEDE-named conference
- (10/13) Sergiu - '18 will be in Pittsburgh
- (10/13) John - steering committee and press release preparations. Have met with 3 of the 16 community members. Feedback has all been very good. Okay 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

Discussion:

- (10/27) The SMT may want to consider designating someone to coordinate XSEDE's presence at PEARC17 (which should be considerably less effort than the similar role for SCxy).
- (10/27) John - XSEDE coordination needed (e.g. XSEDE participation, Transition of student program needs to be understood (Kelly))
- (10/27) John - Steering committee is mostly identified with a few remaining conversations/commitments to occur.
- (10/27) John - Preferred route is professional society association (IEEE or ACM), alternate route is to pursue NFP establishment

Decisions:

Actions:

- (10/27) John - Need press release to go out ASAP from ER. Ron to contact ER for alternate contact

3. XAB (John 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
- (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
- (10/13) Ron sent out XAB nominations to SMT for voting.

Discussion:

- (10/27) Voting results (communicated on the call and sent to John for initiating contact)
 - Sandra Harpole - MSU (11 pts)
 - Toni Collis - U Edinburgh (7 pts)
 - tie for 3rd (4 pts): Borries Demeler - UT Health Science Center, Parker Antin - U Arizona, & Dan Reed - Iowa

- (10/27) Draft summary of 5-Oct meeting from Karin is over to John for review.

Decisions:

Actions:

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
- (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.

Discussion:

- (10/27) Final Report updates: Scott L. to work w/Kelly on CEE edits. These are needed ASAP; John has questions requiring resolution prior to submitting
- (10/27) John reviewing TIS report
- (10/27) John reviewing panel responses

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

Discussion:

(10/27) Karla: Janet has sent the policy doc to Maytal and JP for review; Also awaiting security audit input.

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
- (9/29) J Ray - technical presentation description of tool for testing GridFTP performance bilaterally between all storage resources. Authenticated information services. Working on wiki and web transition.
- (10/13) Dan - VM interconnectivity on OpenStack between Bridges and Jetstream to start.

Discussion:

- (10/27) Last mtg topic was allocations, Dave Hart participated
- (10/27) NSF concern about Jetstream and Wrangler allocation; recalibrating allocation proposal's definition of SU to
- (10/27) New L3 LOI from U Houston received by Dan and forwarded to Ron for processing

Decisions:

- (10/27) NICS LOI disposition: Approved; Acceptance letter to be sent to NICS

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. Herriott](#)
- (9/29) Ralph - bad idea, better left unsaid and a major distraction. We are not 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
- (10/13) discussion of comments and suggestions to [alternate wording](#):
- (10/7) Ron sent 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.
- (10/14) wording approved

Discussion:

- (10/27) All links to partner institution Codes of Conduct received, Approved Code of Conduct added to XSEDE Policies and Procedures wiki page.

Decisions:

- (10/27) Topic Closed

Actions:

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

Discussion:

- (10/27) Awaiting supporting documentation from 4 partner institutions (Indiana, TACC, U Ark, U OK)
- (10/27) U Illinois OSP expects to begin sending sub-awards for review and signature next week

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 XTRAS 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
- (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.
- (10/13) Ron sent approach and process flow to PIs for approval by 14-Oct.

Discussion:

- (10/27) Requesting approval to move forward with proposed approach

Decisions:

Actions:

- (10/27) Ron to resend request for feedback and approval

10. 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:

- (10/27) Greg has sent proposed working update to SMT for review and approval. All those on the call approved.
- (10/27) If approved, Greg will work w/Maytal to get the update communicated and topic will be closed.

Decisions:

Actions:

- (10/27) Ron to follow-up with L2s not on the call to request their disposition.

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)
- ECSS (Nancy/Ralph/Sergiu)
 - ECSS call: project assignments, reporting deadlines, JIRA rollout
- XCI (Dave L/Craig)
 - Community Software Repository Portal almost ready
- Ops (Greg/Victor)
 - Cloud services discussions continue
- RAS (Dave H/Ken)
- Program Office (Ron/Laura)
- SP Forum (Dan)
- UAC (Emre)
- PM&R (Karla/Scott)
- NSF (Rudi)

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

Next Meeting: November 10, 2016