Agenda with Minutes

Technical Advisory Board

Tue, 3 Sep 2013 14:00:00 +02:00 (CEST)

2013-09-03T14:00:00+02:00

Present:

Håvard Ottestad

Robin Benjamins

Magne Valen-Sendstad

Ravi Grampurohit

Frode Myren

Markus Stumptner

Kari Anne

Avin Mathew

Nils Sandsmark

Darius Kanga

Lillian Hella

Manoj Dharwadkar

Lillian Hella

1   Approval of Agenda

2   Main conclusions regarding the PCA TAB at the Board Meeting 2013-05-28

Robin talks about the history of the TAB. Nils goes through the notes from the Board Meeting, all actions completed.

3   Reorganisation of the SIGs

     3.1   Revised mandate for the TAB

[https://www.posccaesar.org/wiki/SigTabMandate]

The mandate was updated 6 weeks ago by Nils, Robin and Håvard.

Robin goes through the tasks of the TAB as written in the mandate. There needs to be a SIG roadmap, at the moment MMT is very high up in the hierarchy and very active. Other groups are also active, even though they are not SIGs, ie Part 8 group. TAB should help collaboration between SIGs, Ad-hoc groups and the TAB.

Comments on data handling and consolidation, especially from external and semi-external sources, like the sandboxes. It is easier to create your own reference data then to search and find the proper data from the RDL or propose amendments to the RDL.

Discussion on how the SIGs should report. To whom, how, and how to collaborate. TAB is good for the reporting since every SIG is represented. Håvard will facilitate simple reporting. Email on Thursdays with powerpoint template which Håvard will present on at the TAB meeting. Other groups may also provide reports, ie Part 8 group.

     3.2   Existing SIGs [https://www.posccaesar.org/wiki/Sig]

         Postponed

3.3   New SIGs/Ad-hoc groups
Postponed

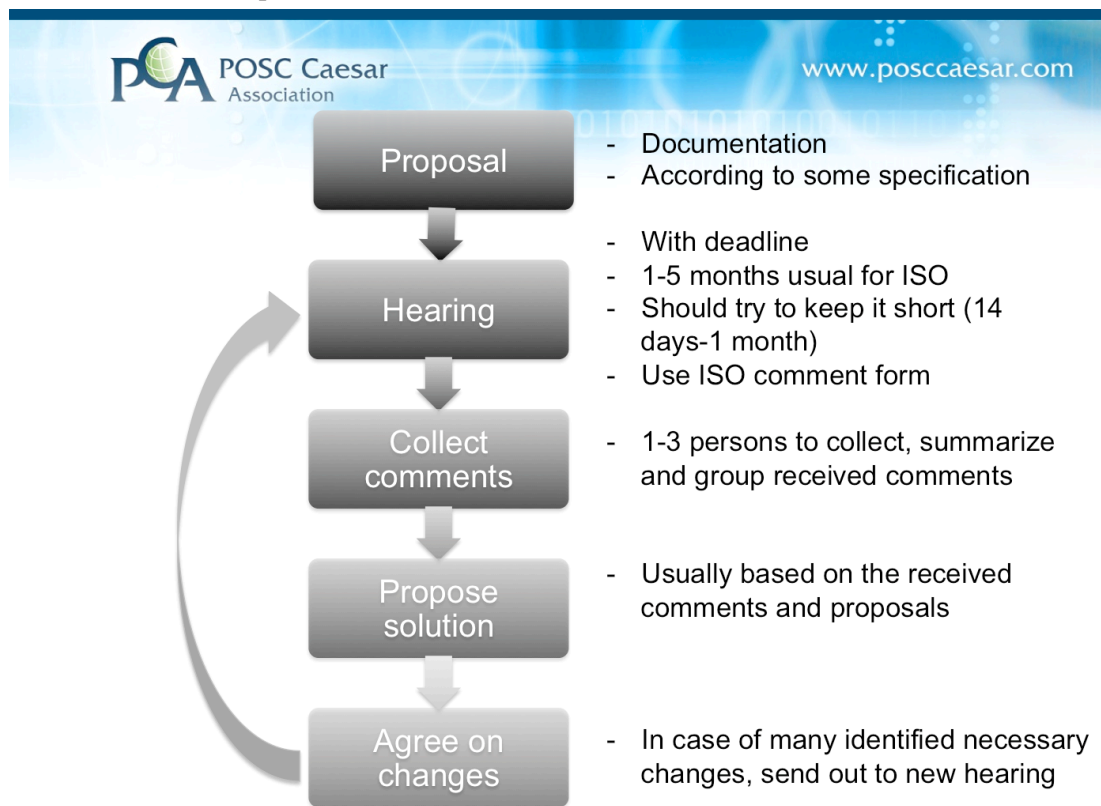**4**   Meetings for TAB through 2013

We will continue with bi-weekly meetings on Tuesdays at 14:00 CEST. This didn't seem to work for everyone. Please send me an email if you really can not attend any meetings at the proposed date and time (havard.m.ottestad@posccaesar.org)

5   Standardise agenda for TAB meetings?

See comments above on 3.1.

6   MMT – Templates review

Lillian presents a way for templates to be reviewed by the MMT. The review will be done by the MMT and then the *process* will be *verified* by the TAB.

MMT will not review work by other SIGs or groups. These groups will do the review themselves and then MMT and TAB can verify the process.

Anything that may be of interest or conflict with known fields of interest should be caught in the MMT or TAB and brought to the attention of whichever SIG or group that needs to be informed.

As a side note: The review process and the verification will leave a paper trail of reasoning so that any decisions can be understood years later.

7   RDL content change management

There seems to have been a bit of discussion on this. The TAB should be the higher authority above the JORD project since the JORD project is just a project and will end at some point. The TAB should check any process, but not necessarily run a review of any changes.

8   A.O.B.

Direct required actions:

- Håvard will send out powerpoint templates for the SIGs to use for reporting. Kari Anne will give Håvard some examples.
- Avin will send email about spelling mistakes in the TAB Mandate. Håvard will correct.
- Håvard will create a recurring calendar invite.

Other actions:

 - SIG roadmap