IRIS-HEP Exec Board - 27 Jan 2019

Present

Exec Board - David Lange, Gordon Watts, Heather Gray, Mark Neubauer, Peter Elmer, Rob Gardner, Kyle Cranmer

Others - Mike Hildreth, Rob Tuck

Apologies -

Agenda

- Announcements
- Feb Review
    - Have people booked hotels and plane flights?
        - Today is the last day hotel is held
    - Draft talks (likely need that by early week of 17th to distribute to committee one week in advance)
    - Documents we'd like to have (need final draft form by 1 week before review):
        - Metrics discussion
        - Answers to the review questions in text form that we can refer to during the talk
        - Anything else?
    - Poster Session
        - Bogdan has indicated he would like a real poster session. Not just one or two posters
        - Who can we get to join
        - Who can we get to represent the various projects so we can have more posters than there are people?
        - Subsequent chat about Bogdan - what we have is the standard thing for NSF PHY division. We should edit it by tomorrow - so we can alter it.
            - ACTION - Peter/Gordon/Brian: Complete this
            - Kyle - can send Alex, others might be able to come down
        - Could we do something with remote poster session…
        - Room we will have on first day:
            - Open area with couches
            - Pretty big area - so people can be spread out
            - 8-10 posters maximum 4 in person and 4 remote
            - ACTION - Lead by Peter/Gordon/Brian - Decide on possible posters
        - ACTION: Peter will discuss with Flo for logistics

        - ACTION: Lead by Peter/Gordon/Brian - Get a fellow (remote or in person)?
- Metrics and milestones
    - Part of Feb Review Prep
    - We need to discuss milestones and metrics not just to the 18 months, but start thinking about them beyond
        - What's the target
    - For metrics we got a lot of feedback from the director's review that we needed a good answer to "is that number good, bad, average?"
    - Each area - two per week, starting next week.
    - Next Week (Feb 3):
        - Management
        - DOMA
    - Week after (Feb 10):
        - AS
        - IA
    - Week after (Feb 17)
        - SSL
        - SSC?
    - RobT: was the list he sent a good start?
- Monthly Report - January Quarterly Report
    - NSF Meeting on Feb 12
    - First draft by Feb 7
    - This is (not) a quarterly report (so (doesn't) jives nicely with the metrics and milestones)
- Topical meetings - attendance is from iris-hep is often a devoted few. Are the times bad?
- Action Item Review

General

Please fill in everything before the meeting if possible. If something needs discussion please add it to the agenda above.

- Steering Board
- Advisory Panel
- Topical Meetings - https://docs.google.com/document/d/1cUmQ0Zzamq86aDb8_1fZpB7x2hZMyP6oWEZNnLjO0GQ/edit
- Conferences - http://iris-hep.org/conferences.html:
    - CHEP (15 May)
- Website
- Staffing and Communications (full-team list, individual lists, webpage, Slack)

- IRIS-HEP Fellows
- Rationalizing document management (esp. google)
    - IRIS-HEP google drive - https://drive.google.com/drive/folders/15NNQysi2wEyeUBYvj4TSjPArAx3Rh8_B
    - IRIS-HEP Analysis Team Drive - https://drive.google.com/drive/folders/0AGLgj07ZVVs3Uk9PVA
    - Presentations by team members (both public and internal)
    - Website documents and howtos
    - Permissions
- Monthly/Quarterly Reports:

Area Updates

- ED/DED Update (Peter/Gordon):
- IA Update (Heather/David):
- DOMA Update (Brian):
- AS Update (Kyle):
- SSL Update (Rob):
    - News from last week is we have engaged PRP to joining SSLab effort.
    - Organized a k8s-hep meetup for this week
- OSG-LHC Update (Frank):
- SSC/TEO Update (Sudhir):
- Blueprint Update (Mark):

Upcoming Schedule

NEED A NEW ONE!

Meeting Notes

- Kyle - MLForJets was to add the iris-hep logo to the agenda.
    - ACTION: Kyle will send Rob some info on the ML4Jets workshop for a news item
- Peter - Connect The Dots is now building its program
- Kyle - Sudhir and others were wanting to look at CMS Data for theorists.
    - EB is ok with IRIS-HEP sponsoring this for a small amount.
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New Action Items

Old Action Items

- ~~2020-01-13 (Exec) - In preparation for February Review go over notes and review metrics, milestones, etc. to present at EB meeting. 2 Areas to present in each of the next few EB Meetings~~
- ~~2020-01-13 (RobT) - Compile a list of milestones and metrics~~
- 2020-01-13 (Gordon) - Dates for retreat
- ~~2020-01-06 - (Peter) : send a reminder to full team & exec committee to queue up more topical meetings~~
- 2019-11-18 - (Peter) - Better document the decision-making process (and application-making process) around fellow applications.
    - Probably documentation of applications should be managed by the new project manager
- 2019-09-18 - (Peter/Brian/Gordon) Find a date for Bogdan to visit us at CERN & organize a visit (including ALICE!!) - hold off until dates in Viena are firm, but likely to be after April 1.
    - This is blocked on waiting for Bogdan to inform of us of his dates in Vienna.
- 2019-06-14 [Peter/Brian/Gordon] Coordinate: Generate slides for the Office of Cyber Infrastructure meeting for Bogdan.
    - We now need to review what is in there.
    - Slides
- 2019-06-14 [Kyle] Is IRIS-HEP connected with Jetscape (http://jetscape.org)
    - Reached out and they were finishing their annual report - no bandwidth
    - Followed up in August
    - Invited to a topical meeting (still settling the date) - this todo is done as soon as we have settle on a date.
    - Got a bit of feel for how to collaborate
    - Delegated to Sebastian and he is taking care of this.
    - Have sent several emails, no response.
- 2019-05-13 [Peter/Brian/Gordon] Contact SGCI to understand how their recent “18” month review went - to help prepare for ours.