

DESI Membership Committee Meeting Minutes

Use the template below to record the minutes of MemCom meetings.
Start with the most recent meeting at the top.

About this document

Only DESI MemCom members have access to this document. As the MemCom changes new people will be given access to see all past correspondence.

We will use this document as a record of when we discussed things at our meetings and the outcomes, which will help us keep track of changes we make to the database and keep track of our action items.

Useful MemCom Links

Collaboration policies, including the *Membership Effort and Builder Policy* and the *Policy on Ongoing Participation By Those Leaving DESI Institutions* and the *Collaboration Bylaws*

<https://www.desi.lbl.gov/for-scientists/policies/>

Flowchart of membership roles

<https://docs.google.com/presentation/d/1oT1XUN9d8uOQbvifqMVBd1nbqjl8VQhEgww4YtfOJlw/edit?usp=sharing>

Current database

<https://desi.lbl.gov/desipub/app/Users/index>

Trac users list (for historical reasons only, no longer up to date)

<https://desi.lbl.gov/trac/wiki/UserSummary>

MemComRev spreadsheet:

<https://docs.google.com/spreadsheets/d/1USyjTmgIlg0BJ4uUHUqQnIx-1XQAEaf34bwTzVvUKo5M/edit?usp=sharing>

Spreadsheet listing updates needed in Trac September 2020:

<https://docs.google.com/spreadsheets/d/14cCqxZgD-v7MNTu6I70lj6TPK2sofN-wEh9mRvU4mgl/edit?usp=sharing>

Records of Continuing Participants and Continuing Collaborators

https://docs.google.com/document/d/1RI75F72F_1eJQs63SNd56B6IM0wZZeKBQDTtMwlutsU/edit#heading=h.dmq508wivnm5

Compiled list of 8 years of effort reports (and old-style New Member application data)

https://docs.google.com/spreadsheets/d/1AexbzSnyITqQMQ8dR1v_0XFpvGAAX0wSdGuN1bmykQA/edit#gid=0

DESI Google Calendar

<https://calendar.google.com/calendar/u/0/embed?src=desi.redshift.survey@gmail.com&pli=1>

[Effort reporting links](#)

Meeting Minutes Template:

DESI MemCom Meeting, ?th Month 202?

Timezone: All

Present: Names

Apologies: Names

Zoom line:

Agenda

Item #	Topic	Description	Discussion leader
1.			
2			

Summary of Action Items

[illegible]

DESI MemCom Meeting, 4th November 2025

Timezone: 9am and 4pm CET

Present: Arman, Ramon (morning), Arman, Ramon, Jorge, Camille, Rob (afternoon)

Apologies: Sean, Stephanie, Oleg

Zoom line: <https://us02web.zoom.us/j/318316335?pwd=NTJLd1RxYzVhYmtiMy9lUkZKcnI4dz09>

Agenda

Item #	Topic	Description	Discussion leader
1	Service while CC	No news Alexander Riley - Continuing Collaborator application	Ramon
2	New service adviser(s)	Talking to the new chairs of the IB, Daniel and Rita, a few names came up: Kyle, Nathalie, but also Sesh and Florian. Any other names? David Schlegel, Jeff Newman(?), Mike Schubnell(?)	All
3	Signing key papers	The ad-hoc committee dealing with a new category of people who would be able to sign all key papers based on some effort level concluded their report, which received some push-back from the executive. Discussion continues. Discussions about making a platform that WG leads can confirm/reject claims. Different opinions on whether to consider only 2~3 years or all times. Numbers reported of people with >30 hours/week for all times, 22+23+24 and 23+24 are 168, 64, 37. Suggestion to start validating the claimed hours on an annual basis. Some discussions about effort reporting for builders. No final word yet.	Ramon
4	Server status	Move to new server scheduled for Nov 6, 2025 Preparations for the new server are finished, and we've scheduled a date for the migration: this Thu Nov 6th. At approximately 10 AM PST, Jeff, Ben, and Sean will begin the server migration. Many services will be unavailable during the migration (Trac, SVN, DocDB, etc.). We estimate the migration should take approximately 3 hours. If something goes wrong during the migration, we can switch back to the old server and reassess.	Sean
5	Database oddities	Nathalie Palanque-Delabrouille found out a couple of strange behaviors in the institutional database when selecting or not by Member Institutions: members of each institution change, for instance (!)	Ramon / Sean
6	Participants	Some issues regarding retired members who wish to rejoin,	John / Arman

DESI MemCom Meeting, 7th October 2025

Timezone: 9am and 4pm CEST

Present: Arman, Ramon (morning); Arman, Ramon, Gongbo, John, Oleg, Camille, Jorge, Sean, Stephanie, Rob (afternoon)

Apologies:

Zoom line: <https://us02web.zoom.us/j/318316335?pwd=NTJLd1RxYzVhYmtiMy9lUkZKcnI4dz09>

Agenda

Item #	Topic	Description	Discussion leader
1	Service while CC	After the discussion in the last meetings, Ramon met with the spokespersons on Oct 6, and brought up the issue: it will probably be discussed in the executive meeting on Oct 7.	Ramon
2	New service adviser(s)	Talking to the new chairs of the IB, Daniel and Rita, a few names came up: Kyle, Nathalie, but also Sesh and Florian. Any other names? David Schlegel, Jeff Newman(?), Mike Schubnell(?)	All
3	Signing key papers	The ad-hoc committee dealing with a new category of people who would be able to sign all key papers based on some effort level concluded their report, which received some push-back from the executive. Discussion continues. Discussions about making a	Ramon

		platform that WG leads can confirm/reject claims. Different opinions on whether to consider only 2~3 years or all times. Numbers reported of people with >30 hours/week for all times, 22+23+24 and 23+24 are 168, 64, 37. Suggestion to start validating the claimed hours on an annual basis. Some discussions about effort reporting for builders.	
4	Server status	Weekly updates are being posted in Slack, on #collab-tools-updates Progress is steadily ongoing. It is looking like Sean's work on server migration may finish in late October/early November. Some of the platforms will be useful for easier effort evaluation. Earlier tickets will have been addressed with the new server (frozen database, faster user interface loading, admin dashboard, etc.) After new server "switched on" by sys admin, Sean can start going through and addressing newer tickets that have been coming in.	Sean
5	Participants?	Some issues regarding retired members who wish to rejoin, particularly when their email addresses have changed, as the process in such cases is not clear.	John
6	CP CC	☑ Abhjeet Anand - Continuing Participant application ☑ Pedro Carrilho - Continuing Participant application ☑ Satya Gontcho A Gontcho - Continuing Participant application ☑ Violeta Gonzalez-Perez - Continuing Participant application ☑ David Sprayberry - Continuing Participant application ☑ Xinjun Chen - Continuing Collaborator application ☑ Zhiwei Pan - Continuing Collaborator Application ☑ Darshika Ravulapalli - Continuing Collaborator application Possible discussion CPs: joining DESI affiliate institutions? Discussions about Violeta if she can be a CP in her own institute. To be discussed with IB leads.	Rob

Summary of Action Items

Action	Description	Person in charge	Due date

DESI MemCom Meeting, 9th September 2025

Timezone: 10am and 6 pm CEST

Present: Arman, Ramon, John (morning), + Daniel, Camille, Sean, Jorge, Oleg, Rob (afternoon)

Apologies: YingZu

Zoom line: <https://us02web.zoom.us/j/318316335?pwd=NTJLd1RxYzVhYmtiMy9lUkZKcnI4dz09>

Agenda

Item #	Topic	Description	Discussion leader
1	New distribution of tasks	New distribution of tasks: John Peacock agreed to take over the provisional participant to participant process Arman used to tackle. Jorge Cervantes agreed to split with Gongbo the work on the induction of new members Need names to potentially replace Daniel's role (Kyle Dawson?, Nathalie?)	Arman / Ramon
2	Meeting times	It was agreed to move up the morning meeting to 9am CEST and later on 9am CET. It was agreed to move up the afternoon meeting to 4pm CEST and later on 4pm CET (7a PT/10a ET/16 CEST) These meetings will take place once a month, on the first Tuesday of the month. Reminders will be sent.	All
3	Service while CC	Does service performed while being a CC count towards builder (or half-builder?) status? Should CC participants be encouraged/allowed to contribute service to try to achieve CP status? Example: someone with 19 hrs service, applying for CC, could potentially serve another 11 hrs to be eligible for CP. But, this hasn't been the case in the past.	Daniel / All

		- CC spirit is a sunsetting stage. Finish projects. Service hours can be banked. - Action item: look back on documentation. - Key question: is service while CC something that can be banked? Probably if constant effort rate as before, but not if a sudden increase. [Need to consider] - Concern: CC project dragged out for sake of banking enough hours for CP. - Action item: Ramon will email spokespersons	
4	Server	Progress on new server and migration. Summary: The sys admin has completed his work on the new server, and now integration testing/development is underway. If there are any urgent tickets, Sean can prioritize them over his work on the new server. The sys admin has finished preparing the new server's various services (Mailman, DocDB, Trac, etc.). With those services operational, Sean is unblocked from integration testing. The remaining integration work can be put into three categories: triggering emails, performing database backups, and scheduled user management tasks. Sean will be collaborating with Ben Weaver to ensure that each integration is working exactly as it did on the old server. In the meantime, Sean can prioritize tickets when folks need them urgently. Last week, Sean completed tickets #1211 and #1249 on Gustavo & Violeta's request. Sean and Camille are looking for opinions on how best to regularly communicate the server's status -- maybe a new channel on Slack. Daniel Eisenstein likes Slack. We will add everyone from the large email chain as well. Ramon urges that the database needs to be ready before the end of the year.	Sean
5	AOB	Daniel: participants need to know how to retire their students and postdocs in the database and what that entails.	

Summary of Action Items

Action	Description	Person in charge	Due date

DESI MemCom Meeting, 12th August 2025

Timezone: 9am and 5pm UK time

Present: Shaun, Ramon, Ying (9am), Shaun, Ramon, Rob, Daniel, Oleg (5pm)

Apologies: Camile

Zoom line: <https://us02web.zoom.us/j/318316335?pwd=NTJld1RxYzVhYmtiMy9lUkZKcnI4dz09>

Agenda

Item #	Topic	Description	Discussion leader
1.		ER2024: Chasing of non-reporters https://docs.google.com/spreadsheets/d/1pnW1m8lxAbVnIOCAvd62joOEosoSGnaFBtOCuaJ85Kw/edit?usp=sharing	Shaun
2		New DESI Service Guidelines https://desi.lbl.gov/trac/wiki/DESIService	Daniel
3.		CC vote open. Please vote https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.google.com%2Fforms%2Fd%2Fe%2F1FAIpQLSci0YbufsLT28duLJDaN0juetZX5tSTtP5f8EXhAoq1tZa-YA%2Fviewform%3Fusp%3Dheader&data=05%7C02%7Cshaun.cole%40durham.ac.uk%7C49793306ff9b4fc665ec08ddd906821b%7C7250d88b4b684529be44d59a2d8a6f94%7C0%7C0%7C638905344186228873%7CUknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIlwLjAuMDAwMCIslIAiOiJXaW4zMilslkFOljoITWFpbCIsIldUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=1nwH0en8d0TGoEZZkHuolOSrrzZabbmjwBqRegw5p1M%3D&reserved=0	Rob
4.		Action Needed list https://desi.lbl.gov/desipub/app/Users/action_needed	Shaun
5.		Task force working on publication policy changes 30 year-hour/week validation done by a light touch method.	Ramon

		Consensus not yet reached and the dedicated committee is still meeting.	
		Getting the new server running is a high priority for the system admins (Jeffrey Anderson, Ben Weaver, with support from Stephen Bailey). On the new server: • DocDB: ready to go • Mailman: ready to go • Trac: close to ready (Ben has been fixing some outdated Trac plugins) • Cron jobs: Currently being tested. Some of these will need updating now that PubBoardApp is isolated in a container. • PubBoardApp: More work to be done, now that other services are coming online ○ Need to verify that PubBoard can send emails via mailman ○ Need to build support for any cron jobs that now fail ○ Need to write documentation on how the new deployment system works The system admins are now writing an agenda for steps that need to be taken on the day of the migration. The date of that migration is still TBD. Personally, I am shifting most of my attention to DESI now that my work is unblocked.	Sean

Summary of Action Items

[illegible]

DESI MemCom Meeting, 15th July 2025

Timezone: All 9am and 5pm UK time

Present: Shaun, Ramon, Ying, Arman (9am); Shaun, Rob, Ramon, Shahab (5pm)

Apologies: Daniel Eisenstein, Sean Fagan

Zoom line: <https://us02web.zoom.us/j/318316335?pwd=NTJLd1RxYzVhYmtiMy9lUkZKcnI4dz09>

Agenda

Item #	Topic	Description	Discussion leader
1.	Builder recommendation	1 delayed case for which we need to decide our recommendation Builder Case Probably, we'll make them wait one more year.	Shaun
2	Database	Sean said: "Jeff and company have made good progress on the server. Now that the server's Trac and Mailman are more-or-less operational, I am no longer blocked from working on my final piece of the puzzle: integration between the Django app and Trac (for user information) and integration between the Django app and Mailman (for sending out emails). I'm working on those now and next week, with the help of Jeff and Ben Weaver."	Sean/Camille
3	Action Needed List	Review Action needed list Action Needed List	Shaun
4	CC case	John Suárez-Pérez - Continuing Collaborator application It will go to a vote soon.	Rob

Summary of Action Items

Action	Description	Person in charge	Due date

DESI MemCom Meeting, 10th/12th June 2025

Timezone: All

Present: 10th June: Shaun, Daniel, Ramon, Stephanie, Oleg, Rob, Alejandro Aviles (PubBoard rep) 12th June: Shaun, Arman, Violeta (PubBoard Rep), Ramon

Apologies: Camille, Sean

Zoom line: <https://us02web.zoom.us/j/318316335?pwd=NTJLd1RxYzVhYmtiMy9lUkZKcnI4dz09>

Agenda

Item #	Topic	Description	Discussion leader
1.	Service Guidance	To consider and agree a new document providing a fuller description of what counts as DESI Service. We will be joined by the leads (Violeta and Alejandro) of the Pub Board who also have a role in assessing Service for authorship rights https://docs.google.com/document/d/140M7Ve73Q6G8ivSj9sCjPtZO41RRu2i7qcwt90O_3dU/edit?tab=t.0 We should try to have a final draft in a week, before the next EC meeting, on June 17.	Daniel
2	Builder Recommendations	To consider cases for Builder and agree final recommendations Full cases and validation statements for those being considered.	Stephanie & Oleg

		☰ DESI Builder 2025 campaign #2 Summary table which includes preliminary proposals from the last meeting with the Service Advisors (i.e. Daniel and Kyle with Oleg, Stephanie, Ramon and Shaun) Builder Campaign #2 Spreadsheet We will be recommending 3 people to be promoted to builders. There is one other for whom we are still seeking validation.	
3	CC and CP cases	☰ Xiaoju Xu - Continuing collaborator application ☰ Elena Pinetti - Continuing Collaborator application ☰ Leandro Beraldo e Silva - Continuing Participant Application ☰ Jayashree Behera - Continuing Participant application ☰ Boryana Hadzhiyska- Continuing Participant application Rob to set up a vote.	Rob
4	Provisionals	Three provisional cases to vote: Jason Sanders, Dan Weisz, Boryana Hadzhiyskaya. 📄 Application for Participant Membership Boryana Hadzhiyska.... 📄 sanders_desi_application (2).docx 📄 Dan_Weisz_April_2024_update_June2025.docx Arman to present on Thursday	Arman

Summary of Action Items

[illegible]

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DESI MemCom Meeting, 8th April 2025 (6pm CET time)

Timezone: All

Present: Ramon, Rob, Daniel,

Apologies: Oleg, Shaun, Sean, Shahab, Camille

Zoom line:

<https://us02web.zoom.us/j/318316335?pwd=NTJLd1RxYzVhYmtiMy9lUkZKcnI4dz09>

Agenda

Item #	Topic	Description	Discussion leader
1.	Builders	Status of vetting of second batch of 2024 builders Neither Stephanie nor Oleg were available for this meeting	Stephanie
2	CC and CP applications	Ready for consideration: Jiaxi Yu - Continuing Participant application <i>Yes, but maybe a slight re-write would help</i> Tomomi Sunayama - Continuing Collaborator application Bernard Vos - Continuing collaborator application Ansh Gupta - Continuing Collaborator application OK Not quite ready, but would be useful to get service advisor opinion: John Suárez-Pérez - Continuing Participant application <i>Unlikely. Ask Stephen Bailey</i> Rob will send Yu, Sunayama, Vos, Gupta for a vote this week.	Rob
3	Welcome letter	Michael Levi has asked memcom to produce a welcome letter that could be sent to new members, in which DESI welcomes them to the collaboration and reminds them that they should commit to follow its various policies. Yong-Seon was approached to see if he could provide a first draft of such a letter.	Ramon
4	IB meeting	The next IB meeting is on April 18th, Good Friday. It's not clear who could report for memcom: Rob and Ramon will not be available. Shaun is also unlikely to be available. If you could present the CC and CP cases at either the Asian-friendly session or the Europe-friendly session of the IB meeting on April 18, please, let me know asap.	Ramon

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Summary of Action Items

Action	Description	Person in charge	Due date

DESI MemCom Meeting, 11&13th March 2025

Timezone: All

Present: Shaun, Ramon, Arman, Daniel, Sean, Stephanie, Rob, Shahab, Oleg, Ying Zu (Thursday)

Apologies: Camille,

Zoom line: <https://durhamuniversity.zoom.us/my/shaun.cole>

Agenda

Item #	Topic	Description	Discussion leader
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1.	Buddy Program	To receive and comment on a Buddy Program proposal from the ECS group. Proposal Daniel wrote: A challenge we often have in effort reporting is that people remember the peak few weeks of activity and then project it to the whole year, leading to substantial overestimates. Getting someone started might take a few hours at the beginning, but honestly if one is spending even an hour a week after six months, then something has gone beyond the intended scope (e.g., the local advisor should be more involved, the buddy has effectively joined the project, the buddy is effectively supervising the project, etc). So I agree that a cap is appropriate, and perhaps just a straight declaration, e.g., 0.5 hrs/week (2 hrs/month) per mentee, and perhaps only for the first year of the pairing. Another issue that I think MemCom should consider carefully before advancing this to the IB is the asymmetry this Service credit creates between this ECS buddy system and "normal" local advising. I.e., when faculty advise new ECS on DESI science projects, they get no service credit, even though they also are providing a substantial orientation to the project and eventually putting the advisee in position to conduct their own service work. It might be that faculty should also get some modest (fixed) credit for such onboarding and/or supervision, but that would be a sufficiently noticeable change as to require careful discussion (perhaps as part of a broader attempt to "standardize" more of the effort levels for other routine service roles). Anyways, those details are for MemCom to discuss. I do like the basic idea!	Daniel
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2	Service feedback to Naim Göksel Karaçaylı	We need to respond to Naim regarding service related to P1-D development and service claimed we deemed excessive. 30 hours in 2022 detailed here https://desimigrate.lbl.gov/desipub/app/Effort/effort?uid=728&year=2022 Initial Feedback: The Membership Committee has been reviewing your Effort Reporting up to and including 2024. By self-reported service hours you are now above the 60 year-hours/week Builder Threshold, but many of the service tasks you report were considered by our Service Advisors to be a mix of Science and Service, e.g. the work contributed to a Science (non-alphabetical) Paper. Such effort is appreciated but is inevitably scaled down to some extent by service validators. Also P1-D is not part of a key project and so work on it can't count as Service. Because of this it is clear you won't cross the Builder threshold this year. Your ongoing Service is appreciated and you are on track and we anticipate that Memcom will seek validation of your case next year.	Shaun
3	Provisional Cases	https://drive.google.com/drive/folders/1GNDY3xixv_lybmlH6anS8chhBAyqOUVT?usp=sharing These belong to: Hong-Ming Zhu, National Astronomical Observatories, Chinese Academy of Sciences Yuting Wang, National Astronomical Observatories, Chinese Academy of Sciences Shun Saito, Missouri University of Science and Technology Jinyi Yang, University of Michigan Yuanyuan Zhang, NOIRLab Vote at: https://docs.google.com/forms/d/e/1FAIpQLScJs_2dOzlx2p4lcUyXHQ1rzPxxwQGst-t--FAug07aKllxY-w/viewform	Arman
4	Builder round 2	14 additional members have popped up above the 60	Stephanie &

		year-hours/week threshold having submitted 2024 Effort Reporting after 10th Jan and before the end of Feb deadline. Details at https://desimigrate.lbl.gov/desipub/app/Effort/admin_index We need to agree on a timetable for their assessment.	Oleg
5	Review of Memcom Actions needed list	https://desi.lbl.gov/desipub/app/Users/action_needed Mix-up between Marcelle Santos-Soares and Marcelo Alvarez to be sorted out. Currently they have the same email in the database.	Shaun
6	AOB	Sean is waiting for Jeff Anderson to get the server ready for production. Let's ask Camille to talk to Michael Levi. Pubboard asked for help in gathering service and science effort for the whole collaboration. We can't help with the science part.	Sean Shaun

Summary of Action Items

Action	Description	Person in charge	Due date

DESI MemCom Meeting, (5pm UK time) 11th and (8 am UK time 13th Feb 2025

Timezone: All

Present: Shaun, Stephanie, Ramon, Oleg, Rob, Camille, Daniel, Will, Shahab (second half), Ying (Thursday)

Apologies:

Zoom line: <https://durhamuniversity.zoom.us/my/shaun.cole>

Agenda

Item #	Topic	Description	Discussion leader
1.	Builder	To review the Builder cases and associated validation statements and to agree which cases we will recommend to the Executive Preliminary recommendations are on the spreadsheet at this link and the full cases and validations statements are collected within the document at this link.	Stephanie/Oleg
2	CC cases:	Peter Clark - Continuing Collaborator application Nils Schoneberg - Continuing Collaborator request Rob to call for a vote this week.	Rob
3	Sean	Extension of Sean's contract [Link to slides here]	Camille

Summary of Action Items

[illegible]

DESI MemCom Meeting, 7th/9th January 2025

Timezone: All

Present: Shaun, Ramon, Robert, Sean, Oleg, Camille, Shahab, Ying Zu (Thursday)

Apologies: Stephanie

Zoom line: <https://durhamuniversity.zoom.us/my/shaun.cole>

Agenda

Item #	Topic	Description	Discussion leader
1.	CC/CP updates	None for this month	Rob
2	Provisional Updates		Arman
3	Database	Update on the Membership/Publication Database Server migration not ready. We might be able to use the new provisional version of the database living on the private desimigrate server, taking into account that it is not linked to the real database (but Dragan's spreadsheets weren't either). Action items: Will use the provisional server (a copy), Sean will add some columns (Builder: Yes/No; some Ongoing Action to check with Oleg e.g. "consider/not considered/etc"; Open MemCom commentary box. This is to go through new Builders by the deadline Jan 10. Sean will also generate a report on where the database's reported hours differ from Dragan's spreadsheet.	Sean
4	ER and Builder Assessment	Status report and confirmation or modification of the plan below that was previously circulated.	Shaun, Ramon, Oleg (Stephanie not available until after 13th Jan)

The meetings below have been added to the DESI Google Calendar
<https://calendar.google.com/calendar/u/0/embed?src=desi.edshift.survey@gmail.com&pli=1>

The Zoom Room for the meetings will be
<https://durhamuniversity.zoom.us/my/shaun.cole>

10th January: Effort Reporting closes for those wanting to be considered for Builder.

16th Jan: 1st (**4pm UK Time**) triage meeting led by Stephanie with Ramon, Shaun and whichever of the following Service Advisers are available (**Daniel, Nathalie, Kyle**)

From past experience we may not get through the whole list in an hour hence the second meeting below.

The panel need to work through determining:

1) Who for various reasons we don't think need to be assessed and task Ramon or I to communicate this to them.

2) For the ones we need to validate we need to identify suitable validators.

This table

<https://desi.lbl.gov/trac/wiki/ManagementPages/TableofWGLeads> which should be useful

20th Jan: (3:30pm UK Time) 2nd Triage meeting led by Stephanie with Ramon, Shaun and whichever of the following service advisers are available (**Daniel, Nathalie, Kyle**)

4th Feb (4pm UK time) Meeting lead by Stephanie and Oleg attended Shaun and Ramon plus all Service Advisors (Daniel, Kyle, Nathalie)

Here we try and reach a preliminary recommendation for each candidate, relying on the knowledge of the service advisors.

		11th & 13th Feb Full Memcom meeting to review and finalize our Builder recommendations ready to pass them on to Michael Levi the next day. This is our normally monthly meeting and so at the normal times of 5pm UK time on Tuesday and 8am on Thursday 18th Feb (confirmed) : DESI Executive/Directorate Meeting at which they will decide which Builder cases to approve. 20/21st Feb (confirmed) IB Meetings: Present approved Builder cases to the IB	

Summary of Action Items

Action	Description	Person in charge	Due date

DESI MemCom Meeting, 3rd and 5th December 2024

Timezone: All (5pm UK time on the 3rd and 8am UK time on the 5th)

Present: (3rd/dec) Shaun, Ramon, Luke, Daniel, Oleg, Sean, Stephanie, Camille, Rob. Dec 5: Arman, Ying Zu

Apologies: Shahab, Yong-Seon

Zoom line: <https://durhamuniversity.zoom.us/my/shaun.cole>

Agenda

Item #	Topic	Description	Discussion leader
1.		Status of Effort Reporting database upgrades - Website is online but not yet ready for testing - Static files (CSS, JS, Images) are currently broken, waiting on an Apache configuration change from Jeff Anderson - Jeff is migrating all other services on the server (mail, SVN, Wiki), and hopes they will be done in the first week of January. https://desimigrate.lbl.gov/desipub-devel//PB/SWG/index Effort reporting will start in early January and probably end by the end of January. (Y3 BAO papers will probably be out in March.) So in January we will have to decide if the new tool is ready.	Sean
2		Review of Action needed list. The only new case on the monthly compliance report was a retirement that has now been processed. The Action needed list also looks in order: There is one CP case (see below) and 3 CC cases that I think are all on Rob's radar. As ever there is one XC case that is for the XC committee to update. The remaining 16 cases are Provisional cases that I think are on Arman's radar.	Shaun
3		Continuing participant application:  Continuing Participant Application - Rosanna Ruggeri Waiting for validations. It looks good. Daniel thought it had merit. Rob will set up a vote.	Rob

Summary of Action Items

Action	Description	Person in charge	Due date

DESI MemCom Meeting, 5th and 7th November 2024

Timezone: All [5pm/8am UK time on the 5th/7th]

Present: Shaun, Ramon, Rob, Sean, Oleg, Camille (7th, Shaun, Arman)

Apologies: Daniel, Y-S Song

Zoom line: <https://durhamuniversity.zoom.us/my/shaun.cole>

Agenda

Item #	Topic	Description	Discussion leader
1.			
2		Quick database update Working on the new Linux server.	Sean
3.	CP and CC cases	 Rodrigo Calderon - Continuing Collaborator Application - Straight forward CC  Constantina Nicolaou - Continuing Collaborator application - Straight forward CC  Zhejie Ding - Continuing Participant application - Looks good as CP  James Lasker - Continuing Participant Application - Already a builder. We want to keep him involved Rob to put these cases to a vote.	Rob
4	Compliance	A quick look at the 1st November Compliance report	Shaun
5		5 cases expect to present in February unless they dropout. Two additional cases have been paused for a while. For one, Josh Speagle, we have already voted. There has been a	Arman

		recent exchange of information with Michael Levi and Josh Speagle and once the payment has been received we will be able to present to the IB.	
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Summary of Action Items

Action	Description	Person in charge	Due date

DESI MemCom Meeting, 8th and 10th October 2024

Timezone: All [5pm/8am UK time on the 10/12]

Present: Shaun, Ramon, Sean, Oleg, Rob, Arman, Daniel, Shahab, Camille, Stephanie

Apologies: Gong-Bo

Zoom line: <https://durhamuniversity.zoom.us/my/shaun.cole>

Agenda

Item #	Topic	Description	Discussion leader
1.		Offboarding Current procedure is convoluted. Shaun is probably the only person who knows the whole procedure. Could we use a Google form to track the status? Or Trac? This Googlesheet https://docs.google.com/spreadsheets/d/1Kv8hvWfmYPsTMx9f72pR7BeUhsqNmx8l3LpShj2RKzU/edit?usp=sharing has been set up and shared between Shaun, Ben, Shahab, Stephen and Y-S .	Shaun

2		Action's Needed review We reviewed the list and identified a couple of cases that had already been completed.	Shaun
3		Update on Effort reporting ingest Records from 2013-2016 are in Sean's private copy of the database! Collaborating with Jeffrey Anderson on setting up the new server.	Sean
4		We need to clarify our effort policy before the next round of effort reporting	

Summary of Action Items

Action	Description	Person in charge	Due date

DESI MemCom Meeting, 10th/12th September 2024

Timezone: All [5pm/8am UK time on the 10/12]

Present: Tuesday: Ramon, Stephanie, Oleg, Mustapha, Rob, Camille, Sean. Thursday: Ramon, Ying Zu, Arman

Apologies: Shaun, Daniel, Yong-Seon

Zoom line: <https://us02web.zoom.us/j/318316335?pwd=NTJLd1RxYzVhYmtiMy9lUkZKcnI4dz09>

Agenda

Item #	Topic	Description	Discussion leader
0	Welcome to new committee members!	New committee members, roles, transitions Welcome to Oleg and Shephanie!	Ramon
1	Database upgrades	Status - working on data intake, will meet with Dragan shortly to account for 2013-2016 “special cases”. Goal: By end of week, have all of these imported to the “devel” part of the website for testing. Note: 2013-2016 is challenging to collate because this was reported as a chunk and free-formatted. Importing this to a database in a useful way is a challenge. Sean has access - taking steps to set up PubBoard access to virtual machine (next step), but taking priority with the old virtual machine since there are no dependencies on the data import. Once that is done, will move the data to the next virtual machine (VM). Once data imported into the “devel”, there will be “spot checks” from some in MemCom (e.g. this person’s data should look like “X”, and it does/doesn’t look like that). (A) Ramon/Shawn/Camille/Dragan will have first look; (B) Stephanie and Oleg will take over after and can take a look.	Sean
2	Compliance Report	Cases arising from the Sep 1st Compliance Report * Rossana Ruggieri should apply for CP. Rob to follow up. * Haojie Xu was approved as CC, yet she is still flagged as needing memcom action. Rob to check.	Ramon
3	CP and CC cases	New cases ready for voting? ☐ Malgorzata Siudek - Continuing Participant application ☐ Vid Iršič - Continuing Participant application ☐ Biprateep Dey - Continuing Participant Application ☐ Alma Gonzalez - Continuing Participant Application ☐ Bokyoung Kim - Continuing Collaborator application ☐ Humna Awan - Continuing collaborator application They will be ready for a vote soon, before the next IB meeting. Could we put together a Google form for these applications?	Rob
4	Provisional/Participant cases	New cases ready for voting? Two cases for a vote: Alice Pisani and Francesca Fragkoudi. Email for the vote will be sent in a few days.	Arman

5	Service work	Discussion about time horizon of service work, triggered by MW group	Ramon
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Summary of Action Items

Action	Description	Person in charge	Due date

DESI MemCom Meeting, 6th/8th August 2024

Timezone: All [5pm (UK time) on the 8am (UK time) 6th August]

Present: 6th August Shaun, Ramon, Rob, Arman, Mustapha, Sean, Luke, Camille; 8th August Shaun, Ying Zu

Apologies: Dragan

Zoom line: <https://durhamuniversity.zoom.us/my/shaun.cole>

Agenda

Item #	Topic	Description	Discussion leader
0.	Half Builders!	News from Marseille Proposal to have people with 30 hours able to sign key papers. This might not happen after all...	Shaun
1.	Database upgrades	Welcome Sean Fagan Highest priority: ingesting the effort reporting into the db	Sean

2	Compliance Report	Cases arising from the Aug 1st Compliance Report Only one new (trivial) case in the August 1st list. Good for the committee members to have a look from time to time at the list of people needing attention.	Shaun
3	CP and CC cases	New cases ready for voting - Andreia Carrillo - Continuing Collaborator Application - Ryuichiro Hada - Continuing Collaborator Application - Andrew Saydari - Continuing Collaborator application - Haojie Xu - Continuing Collaborator Application Everything looks fine for the 4 CC candidates. Waiting for Daniel's opinion. Rob will correspond with the successful CC candidates after the IB meeting. - Malgorzata Siudek - Continuing Participant application It all looks good. Moving from ICE to IAC, both in Spain. Discussion of past validation: - Vid Iršič - Continuing Participant application In 2024, he was relatively close to the builder threshold, so no need for extra validation.	Rob
4	Provisional/Participant cases	New cases ready for voting Participant case - Katia Cunha Yes (slot available at her institution) Participant case - Luke Martin Graham Tyas Clear yes (full DESI institution) Participant case - Tesla Jeltema Marginal (in contact with Mike Levi regarding slot availability) Participant case - Siyi Xu Yes, marginal (full DESI institution) Participant case - Francesca Fragkoudi Uncertain. Usual confusion about service work within the MW SWG. (full DESI institution)	Arman

		Participant case - Ashley Ross Clear yes (slot available at his institution) All are ready to be put to vote.	

Summary of Action Items

Action	Description	Person in charge	Due date

DESI MemCom Meeting, 9th and 11th July 2024

Timezone: All

Present: Shaun, Daniel, Mustapha, Dragan, Rob, Shahab,

Apologies: Ramon, Camille

Zoom line: <https://durhamuniversity.zoom.us/my/shaun.cole>

Agenda

Item #	Topic	Description	Discussion leader
1.	Updates	Consideration of feedback from the directorate on our assessment of Builder cases	Shaun
2	Action Needed List	Quick review of the Action Needed	Shaun

Summary of Action Items

Action	Description	Person in charge	Due date
1	Draft for comments/corrections. We agreed with some, but not all, of the points made by Michael Levi. We agreed: - Realistically a faculty member working “full time” on a Service task is unlikely to be putting in more than 20 hours/week due to the other commitments and responsibilities of a faculty member (unless on sabbatical). - Similarly a student, due to the need to progress the science of their PhD and/or take courses, can’t feasibly undertake more than 20 hours/week - Unless explicitly agreed (e.g. at the request of the Spokespeople) Provisional members should not claim Service until they have been accepted as Participants. - We agree that adopting a 0.5 scaling factor for Service that contributes to both a KP (alphabetical) but also to a supporting paper should be adopted uniformly. (Some care has to be taken as some submitters apply this scaling before entering their estimates). We will add such observations to the service description wiki page and to the 2024 Effort Reporting call. We do not fully agree with the statements that “supervision” of students and postdocs is not service. While we agree that there exists over-reporting and large numbers of hours should not be claimed, we believe that where a supervisor contributes to the execution of a		

DESI MemCom Meeting, June 11th & 13th, 2024

Timezone: All

Present: Ramon, Arman. Dragan, Rob, Camille, Shahab, Mustapha

Apologies: Shaun, Daniel

Zoom line: <https://us02web.zoom.us/j/318316335?pwd=NTJLd1RxYzVhYmtiMy9lUkZKcnI4dz09>

Agenda

Item #	Topic	Description	Discussion leader
1	Builders	New round of validations Three new builders will be proposed to the EC: Bianchi, Koposov, Pérez-Ràfols	Dragan
2	New members	New member applications and possible votes 4 applications going on, but nothing to vote on yet.	Arman
3	CP/CC	New CP/CC applications and possible votes Gourav Khullar - Continuing Collaborator Application Meredith Powell - Continuing collaborator application Johannes Lange - Continuing Participant application Francesco Sinigaglia - Continuing Participant application We will vote on all these cases later this week	Rob
4	New hire at Michigan	News about the database expert hired at Michigan Starting the onboarding of new hire	Camille
5	AOB	A provisional member (Prof. Sally Oey at UMich) might not be able to do what she proposed to do. She needs to propose a new kind of service work.	Dragan / Arman

Summary of Action Items

Action	Description	Person in charge	Due date

DESI MemCom Meeting, May 14th & 16th, 2024

Timezone: All

Present: Shaun, Ramon, Mustapha, Dragan, Camille, Rob (Thursday)

Apologies: Arman, Rob (Tuesday)

Zoom line: <https://durhamuniversity.zoom.us/my/shaun.cole>

Agenda

Item #	Topic	Description	Discussion leader
1	Builders	New round of validations We will send around the preliminary conclusions to the committee members We shall send email to people who won't be put forward to the EC	Dragan
2	Low-effort participants	Discussion on work plans submitted by recently inactive participants Nothing	Daniel / Risa
3	New members	New members applications and possible votes Nothing	Arman

4	CP / CC	New CP / CC applications and possible votes Discussion on Minji Oh's application for CP on Thursday: more details and more validation are needed. It doesn't look too good so far.	Rob
5	New hire at Michigan	News about the database expert hired at Michigan Good news in the third hiring iteration: lots of candidates, evaluations and interviews performed, candidate chosen, preparing offer.	Camille

Summary of Action Items

Action	Description	Person in charge	Due date

DESI MemCom Meeting, April 9th & 11th, 2024

Timezone: All

Present: Shaun, Ramon, Arman, Rob, Daniel, Mustapha, Camille

Apologies: Dragan

Zoom line: <https://durhamuniversity.zoom.us/my/shaun.cole>

Agenda

Item #	Topic	Description	Discussion leader
1	Builders	Missing builder candidates + new round of validations Dragan excused himself. He'll send an email later this week. Item	Dragan

DESI MemCom Meeting, March 5th & 7th, 2024

Timezone: All

Present: Shaun, Ramon, Mustapha, Daniel, Dragan, Arman, Rob, Camille, Shahab, Ying Zu (on the 7th)

Apologies:

Zoom line: <https://durhamuniversity.zoom.us/my/shaun.cole>

Agenda

Item #	Topic	Description	Discussion leader
1.	Builders	Discussion about builder candidates from the early Jan 31 deadline. See Dragan's document attached to yesterday's email. Cheng Zhao moved to the endorsed list. Michael Walther moved to the waiting list. Dragan to prepare slides for EB. Shaun and Ramon to deal with three candidates from within the memcom.	Dragan
2	New members	Alex Amon application to become participant at Princeton + updates (new cases for votes) Alex already voted on, favorably. Buy-in approved too. To be sent to the IB. 5 cases ready for a vote. Oleg Gnedin case still borderline.	Arman
3	CP/CC	Results of the votes for CP/CC members All votes were 9-0. Slides to be prepared for IB.	Rob
4	Inactive participants	Plans to review work plans submitted by recently inactive participants	Shaun
5	Effort reporting	Results of 2023 effort reporting drive	Ying Zu
6	AOB		

Summary of Action Items

Action	Description	Person in charge	Due date
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DESI MemCom Meeting, 6th/8th February 2024

Timezone: All

Present: 6th Feb: Shaun, Ramon, Rob, Camille, Daniel, Mustapha, Dragan, Shahab
8th Feb: Shaun, Ramon

Apologies: Names

Zoom line: <https://durhamuniversity.zoom.us/my/shaun.cole>

Agenda

Item #	Topic	Description	Discussion leader
1.	CC and CP cases	Justin Myles - Continuing collaborator (ready to vote) https://docs.google.com/document/d/19PjvRMrDb8FE6VoMc1A87_148Bg0KPt1n1P_nBxqmNw/edit Seems straightforward, but I'm not sure how DESI-2 publications factor in. Tanveer Karim - Continuing participant (seek more validation) https://docs.google.com/document/d/1QdWomOFh1pLUvxalxSxJMzPvYLcuZemc1_E_s0k6f4/edit No real plan, and I need some help in finding validators on the imaging/target selection side Try: Anand Raichor, Christophe Yeché, John Moustakas Simone Ferraro for ACT connections for future work Jose Bermejo-Climent - Continuing participant (ready to vote) https://docs.google.com/document/d/13513Mm8F3j8ruDA10FERuYkxB2h03ZkW3xPvcX8yUuQ/edit Positive feedback; is more validation required? Corentin Ravoux - Continuing participant (ready to vote) https://docs.google.com/document/d/1BuJiaZ1fQLVW8UmZaOBRYTfLcB8wN0zL_mbmBlg5LjQ/edit Awaiting comments, but would appreciate any views from MemCom Feng Shi - Continuing collaborator (ready to vote) https://docs.google.com/document/d/1LrfI7L_ljafdFoXq6tnYlhpXOTxruvRvbkv0sZd3WMk/edit Now a CC, but C3 working group seeking an update on the projects listed. Yong-Seon please comment! Xiyan Peng - Continuing participant (still need service plan) https://docs.google.com/document/d/1SLRPsOCB8B7IO8ZER5LQcVZRJ7htxKyWYvswTxKRgLA/edit A builder who is not engaged. What is expected of builders for the CP applications?	Rob
2	Provisional members	Yan-Chuan Cai (Edinburg) , IB Approved, case from the last year Zhongjxu Zhai (SJUT) , IB Approved Dick Joyce (NOIRLAB), IB Approved Yun-Kyeong Sheen (KASI) , IB Approved Oleg Gnedin, waiting for revised evaluation from MWS WG Song Hwang, waiting for payment confirmation Alexandra Amon, payment confirmed ⇒ IB next round Zhimin Zhou, to be retired (waiting for last confirmation)	Arman

Item #	Topic	Description	Discussion leader
1.	CC and CP cases	Justin Myles - Continuing collaborator (ready to vote) https://docs.google.com/document/d/19PjvRMrDb8FE6VoMc1A87_148Bg0KPt1n1P_nBxqmNw/edit Seems straightforward, but I'm not sure how DESI-2 publications factor in. Tanveer Karim - Continuing participant (seek more validation) https://docs.google.com/document/d/1QdWomOFh1pLUvxalxSxJMzPvYLcuZemc1_E_s0k6f4/edit No real plan, and I need some help in finding validators on the imaging/target selection side Try: Anand Raichor, Christophe Yeché, John Moustakas Simone Ferraro for ACT connections for future work Jose Bermejo-Climent - Continuing participant (ready to vote) https://docs.google.com/document/d/13513Mm8F3j8ruDA10FERuYkxB2h03ZkW3xPvcX8yUuQ/edit Positive feedback; is more validation required? Corentin Ravoux - Continuing participant (ready to vote) https://docs.google.com/document/d/1BuJiaZ1fQLVW8UmZaOBRYTfLcB8wN0zL_mbmBlg5LjQ/edit Awaiting comments, but would appreciate any views from MemCom Feng Shi - Continuing collaborator (ready to vote) https://docs.google.com/document/d/1Lrfi7L_ljafdFoXq6tnYlhpXOTxruvRvbkv0sZd3WMk/edit Now a CC, but C3 working group seeking an update on the projects listed. Yong-Seon please comment! Xiyan Peng - Continuing participant (still need service plan) https://docs.google.com/document/d/1SLRPsOCB8B7IO8ZER5LQcVZRJ7htxKyWYvswTxKRgLA/edit A builder who is not engaged. What is expected of builders for the CP applications?	Rob
		Current Active Cases in process: Greg Aldering (LBL), Joshua Speagle (Toronto), Elizabeth Krause (Arizona), Ravi Sheth (Penn), Kelly Dounglass (Rochester)	
3	Builder Assessment	Here's the current builder summary https://docs.google.com/spreadsheets/d/1AexbzSnyITqQM8dR1v	Dragan

Item #	Topic	Description	Discussion leader
1.	CC and CP cases	Justin Myles - Continuing collaborator (ready to vote) https://docs.google.com/document/d/19PjvRMrDb8FE6VoMc1A87_148Bg0KPt1n1P_nBxqmNw/edit Seems straightforward, but I'm not sure how DESI-2 publications factor in. Tanveer Karim - Continuing participant (seek more validation) https://docs.google.com/document/d/1QdWomOFh1pLUvxalxSxJMzPvYLcuZemc1_E_s0k6f4/edit No real plan, and I need some help in finding validators on the imaging/target selection side Try: Anand Raichor, Christophe Yeché, John Moustakas Simone Ferraro for ACT connections for future work Jose Bermejo-Climent - Continuing participant (ready to vote) https://docs.google.com/document/d/13513Mm8F3j8ruDA10FERuYkxB2h03ZkW3xPvcX8yUuQ/edit Positive feedback; is more validation required? Corentin Ravoux - Continuing participant (ready to vote) https://docs.google.com/document/d/1BuJiaZ1fQLVW8UmZaOBRYTfLcB8wN0zL_mbmBlg5LjQ/edit Awaiting comments, but would appreciate any views from MemCom Feng Shi - Continuing collaborator (ready to vote) https://docs.google.com/document/d/1LrfI7L_ljafdFoXq6tnYlhpXOTxruvRvbkv0sZd3WMk/edit Now a CC, but C3 working group seeking an update on the projects listed. Yong-Seon please comment! Xiyan Peng - Continuing participant (still need service plan) https://docs.google.com/document/d/1SLRPsOCB8B7IO8ZER5LQcVZRJ7htxKyWYvswTxKRgLA/edit A builder who is not engaged. What is expected of builders for the CP applications?	Rob
		_0XFpvGAAX0wSdGuN1bmykQA/edit#gid=1230011631 Green means already a builder, yellow is not yet a builder but >60 self-reported hours, and red and orange are various flavors of not to be considered. We need to a) quickly go over the yellows and find if any should be red/orange (or vice versa), b) identify which of the candidates to ask for validation, and c) make a plan on how to go about identifying validators. [Identifying validators will take more time than	

Item #	Topic	Description	Discussion leader
1.	CC and CP cases	Justin Myles - Continuing collaborator (ready to vote) https://docs.google.com/document/d/19PjvRMrDb8FE6VoMc1A87_148Bg0KPt1n1P_nBxqmNw/edit Seems straightforward, but I'm not sure how DESI-2 publications factor in. Tanveer Karim - Continuing participant (seek more validation) https://docs.google.com/document/d/1QdWomOFh1pLUxvxaIxSxJMzPvYLcuZemc1_E_s0k6f4/edit No real plan, and I need some help in finding validators on the imaging/target selection side Try: Anand Raichor, Christophe Yeché, John Moustakas Simone Ferraro for ACT connections for future work Jose Bermejo-Climent - Continuing participant (ready to vote) https://docs.google.com/document/d/13513Mm8F3j8ruDA10FERuYkxB2h03ZkW3xPvcX8yUuQ/edit Positive feedback; is more validation required? Corentin Ravoux - Continuing participant (ready to vote) https://docs.google.com/document/d/1BuJiaZ1fQLVW8UmZaOBRYTfLcB8wN0zL_mbmBlg5LjQ/edit Awaiting comments, but would appreciate any views from MemCom Feng Shi - Continuing collaborator (ready to vote) https://docs.google.com/document/d/1LrfI7L_ljafdFoXq6tnYlhpXOTxruvRvbkv0sZd3WMk/edit Now a CC, but C3 working group seeking an update on the projects listed. Yong-Seon please comment! Xiyan Peng - Continuing participant (still need service plan) https://docs.google.com/document/d/1SLRPsOCB8B7IO8ZER5LQcVZRJ7htxKyWYvswTxKRgLA/edit A builder who is not engaged. What is expected of builders for the CP applications?	Rob
		we have today.]	
		DESI Application Django Developer Hiring Challenges - Advice?	Camille

Summary of Action Items

Action	Description	Person in charge	Due date
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DESI MemCom Meeting, 9th/11th January 2024

Timezone: 9th-Jan: 5pm UK time (GMT) , 11th-Jan: 8am UK time (GMT)

Present: Shaun, Ramon, Arman, Mustapha, Rob, Dragan, Shahab; Ying Zu

Apologies: Camille, Daniel

Zoom line: <https://durhamuniversity.zoom.us/my/shaun.cole>

Agenda

Item #	Topic	Description	Discussion leader
1.	ER2023	ER2023 Monitoring Now open at https://desi.lbl.gov/desipub/app/Effort/index?year=2023 147 submissions at the start of this second meeting. Builders now encouraged/required to submit EF. Will they be counted towards the 80% threshold? Ying Zu away 1st to 18th Feb but could do some plots if necessary.	Ying Zu
2	Builder Validation	Plans for Builder Validation First triage on Feb 6 and 8 memcom meetings. Should we ask the ER to include possible validators? Ask Ben?	Dragan
3	CC/CP	Update on CC/CP cases that we will be taking to the IB Rob preparing the slides for the next IB meeting.	Rob
4	New Participants	Update on Participant cases that we will be taking to the IB (draft slides for IB https://docs.google.com/presentation/d/17SkRBYJzXM3J3LeQS1VM0IF5JyWGhMJ-Cm8MB8OGKKg/edit#slide=id.ge82a2bf738_2_24) It would be good to add info about: buy-in / replacing an existing	Arman

		participant / member of a full-member institution 6 new applications voted on. In one case, the vote is not totally decisive. Arman to clarify Daniel's vision on this case.	
5	Low Service Participants	Update on the email we sent to 34 Participants with little recent reported Service Effort. 7 not responded => Retire at the end of February. 5 responded saying they should be retired and have been retired. 22 responded that they like to remain in DESI but none provided a full service plan. Do we want to send them each (excluding Smoot and Perlmutter) a form to complete before the end of Feb? What should be on it? Helping internal review of DESI papers could be an option	Shaun & Daniel
6	Review of Actions Needed list (if time)	Quick run through "Users Needing Membership Committee Attention" https://desi.lbl.gov/desipub/app/Users/action_needed	Shaun

Summary of Action Items

Action	Description	Person in charge	Due date

DESI MemCom Meeting, 5 & 7 December 2023

Timezone: All

Present: 5-dec: Ramon, Shaun, Mustapha, Dragan, 9-dec: Shaun, Arman,

Apologies: 5-dec: Camille, Daniel, Robert; 9-dec: Ramon, Ying Zu, Y-S Song

Zoom line: <https://durhamuniversity.zoom.us/my/shaun.cole>

Agenda

Item #	Topic	Description	Discussion leader
1.	Low Service Participants	https://docs.google.com/document/d/1o6z4ONozzTiuJj7_CsMxVE_zhrZsitrsrcrnyVY1EUQ/edit?usp=sharing 30+ personalized emails sent. All but 8 have replied. Most want to continue engaged in DESI: service plan needed in February. Greg and Michael to deal with Smoot and Perlmutter.	Shaun
2.	Provisional cases	https://drive.google.com/drive/folders/1-jxvav09PZ6ICepAP7SwM8krivHLrxAL Will set up vote on these six cases	Arman
3.	Memcom Actions List	23 flagged individuals. Most are provisionals. Others are expired CCs, some XCs, etc. Updates on a few specific cases: Dick Joyce has now submitted a Provisional/Participant application. If we can push this through that will normalize his position. Feng Shi: Shaun informed him that he is not eligible for CP. He has submitted a CC case. We should give no more than 9 months Starting from mid November. John Da Costa: prompted again as to whether he should now be listed as an engineer research staff ? For the XC cases Eric Jullo wrote From the XC agreement database, I can read the following * David Moutard XC agreement is approved until Y1+1year. I don't understand why you say SV+1 year in your notes. * For Nabeel: the XC proposal has been accepted by the IB last month. We are in the process of creating it in the database * For Xiaosheng, the agreement is about to finish (SV+1year). I let Regina give us further information * For Erin, this XC agreement should be finished. I'll contact the XC for update. BUT hasn't responded to a follow-up email asking if any can be sorted out or to let us know when they are sorted out so we can lower our ACITION NEEDED flag.	Shaun
4	CC/CP	CP Juan Mena-Fernandez (strong case) CC Aurelio Carnero Rossell (strong CC and almost ready for CP)	Rob

Summary of Action Items

Action	Description	Person in charge	Due date

DESI MemCom Meeting, 14th & 21st November 2023

Timezone: All

Present: (14th) SHAUN, RAMON, MUSTAPHA, DANIEL, CAMILLE, ROBERT, ARMAN, DRAGAN (late)
(21st) SHAUN COLE, Y-S SONG

Apologies: Ying Zu

Zoom line: <https://durhamuniversity.zoom.us/my/shaun.cole>

Agenda

Item #	Topic	Description	Discussion leader
1.	Low Service Participants	https://docs.google.com/document/d/1o6z4ONozzTiuJj7_CsMxVE_zhrZsitrsrnyVY1EUQ/edit?usp=sharing	Shaun/Daniel
2.	New members applications	Backlog cleared. Suggestion: I plan to work on putting together detailed instruction notes for the various tasks for this role. Do we need to do something with the old applications on trac? There are about 20 of them. They belong to people who have not applied to become a member of DESI. It seems like anybody can access trac and request an account, even if they are not in DESI. Maybe we should request Ben to hide this link (Mustapha+Shaun).	Mustapha

3	CP and CC cases	Chris Sauder's full case, which includes a strong endorsement from Cullen and a positive statement from Hee-Jong. https://docs.google.com/document/d/14at_drOAyeRtOY8FxlX3_IsflpSQKH7SMVBrQGxH5s/edit Yes With regards to Feng Shi, I contacted Johannes (C3) but haven't managed to chase KP4. However, Johannes seemed to confirm the rest we have seen, that Feng Shi hasn't been proactive in doing service, or in ensuring that his future plans align with service needs. See Johannes statement at the bottom: https://docs.google.com/document/d/1xeeoERJbCLLeEe5wVwDn8Fbym0QSIKc1UQiNpLyQ7Z0/edit No Two new CC cases for today: Benedict Kalus https://docs.google.com/document/d/1EdyIS_n9SXBWHefyw0CRBG9kXz9TwrrCbmHt-VSyS8g/edit David Setton. https://docs.google.com/document/d/1NuDyXSbl3M-izk3NRaB53PuDp_EueBALJcUsRiFNfk/edit Yes to both	Rob
4	Provisional cases	Some update on the provisional members Work on DESI-II may be counted as service work (Daniel to write a text to send to the IB)	Arman
5	IT help @ UM	Complications with the hiring at U Michigan	Camille
6	Effort reporting	We should start preparing the 2023 effort reporting drive. (Ying Zu in charge) <i>Ben confirms the 2023 form is set to automatically open on 1st Jan. The letter we ask the Spokespeople to send out to announce the start of Effort Reporting is also just needs the dates updating. Additional minor changes were made to last year's version based on comments from Nathalie.</i>	
7	Transitions	Y-S is going to tidy up the web-pages related to sponsored members moving institution and be the contact person on Memcom for these people.	Y-S Song

Summary of Action Items

Action	Description	Person in charge	Due date

DESI MemCom Meeting, 10th/12th October 2023

Timezone:: Tuesday 5pm (UK time, GMT+1), Thursday 8am (UK time, GMT+1)

Present: Tuesday: Shaun, Arman, Daniel, Dragan, Rob, Camille, Mustapha, Shahab, Thursday: Shaun, Y-S, Ying

Apologies: Ramon Miquel

Zoom line: <https://durhamuniversity.zoom.us/my/shaun.cole>

Agenda

Item #	Topic	Description	Discussion leader
1.	New roles	Update on how the change over of roles is planned	Rachel + Arman Arman + Mustapha
2	Participant Service	To discuss the large tail of low Participant Service as documented by Shahab in https://drive.google.com/file/d/1Fa_RyMfCXmzt-MYyv-loZesY3gMG GKw-/view?usp=drive_link	Daniel
3	3 CP and 1 CC case	Docs circulated by Rob	Rob
4	Update on Database maintainer/developer hire at UMich	Slides here	Camille

Summary of Action Items

Action	Description	Person in charge	Due date
Arman reviewing pending Provisional/Participant cases	Arman has had a Zoom meeting with Rachel to find out how to pick up the task. He is now reviewing the pending cases and will give an update at the next Memcom Meeting.	Arman	Next Meeting
Mustapha to take on New Member Role	Mustapha has arranged a meeting with Arman to learn the New Member role	Mustapha	Done
	Draft email to folks with almost no service engagement (based on documentation and asking around), offer menu of opportunities for service, ask that they respond in next 2-3 months and identify service contribution		
	Put names in front of IB, etc. to see if these folks are engaged in service that is not documented		
Complete 3 CP and 1 CC case	1st CP: Sauder: Take case to IB as perfect example of rules not allowing CP but a very deserving case and the spirit of the rules are not being broken. Shaun to explain and present to IB. 2nd CP: Feng Shi Contact Feng Shi and explain that he seems to have confused Science with Service. We haven't anyone able to validate his Service. Perhaps he can identify others who could validate but otherwise our assessment is that he doesn't meet the CP criteria. 3rd CP: Porredon. Seems ready for a vote. Rob to set up CC: Setton: Seeking more validation but looks sound. Rob may add to the voting form	Shaun Shaun and Ramon Rob	

DESI MemCom Meeting, 5th/7th September 2023

Timezone: All

Present: 5th Sept: Shaun Cole, Rob Crittenden, Ramon Miquel, Dragan Huterer, Camille Avestruz, Mustapha Ishak, Arman Shafieloo, Shahab Joudaki

7th Sept: Ramon Miquel, Ying Zu (apologies: Shaun Cole)

Apologies: Rachel Bean, Daniel Eisenstein

Zoom line: <https://durhamuniversity.zoom.us/my/shaun.cole>

Agenda

Item #	Topic	Description	Discussion leader
1.	Builder Proposals	Discuss and agree on the set of Builder Candidates to propose to the Executive. Dragan has circulated the documents, some of which need to be cleaned up a bit. Comments by the memcom, if any, are due in a week.	Dragan
2	Low Service Participants	Daniel had suggested we identify Participants who aren't obviously engaging with DESI. To this end, Ben has made the effort reporting figures available via our interface to the Effort Reporting tables and Shahab has combined and processed them to produce a table we should look over.	Shahab/Shاون
3	CP cases	Two cases to be discussed at the next meeting.	Rob/Daniel?
4	DB	Database hiring update – and summary of needs (slides) Interviews in the second hiring attempt are going on. Much better pool of candidates this time.	Camille

Summary of Action Items

Action	Description	Person in charge	Due date

DESI MemCom Meeting, 8th/10th August 2023

Timezone: Tuesday 5pm (UK time, GMT+1), Thursday 8am (UK time, GMT+1)

Present: Tuesday: Shaun Cole, Dragan, Rachel, Daniel; Thursday: Shaun Ying-Zu

Apologies: Rob Crittenden, Shahab Joudaki, Camille Avestruz, Ramon Miquel

Zoom line:

Agenda

Item #	Topic	Description	Discussion leader
1.	Builder update	Ongoing. I can show a quick view of who is on track for further review vs wait another year (of the ~30 names we are considering) Dragan presented and update on the status of the validations.	Dragan
2.	For information	Two potential CP candidates: Feng Shi - CP application (KASI -> Xidian University) - claims 50 hours service. James Lasker (SMU) - No CP application yet, enquiring about builder status, and encouraged to make CP application. More formal applications in a future meeting, but if anyone has comments, please send them to Rob Crittenden. Dragan has validation statements for Feng Shi and has passed them onto to Rob.	Rob (will not be able to attend)

3.	Provisional candidate	- One application for review: Dillon Brout (Boston U). This case is stalled as the slot he thought he was moving into doesn't really exist. He has not been a provisional long and so has time to look into the possibility of a buy-in. - Next steps on long-term provisional members who have not responded to June email (and July followup) asking for participant application or move to retire (Josh Bloom (UC Berkeley), Sandrine Codis (CEA), Frederic Courbin (EPFL), Flavia Sobreira (Universidade Estadual de Campinas/Laboratório Interinstitucional de e-Astronomia - LIneA)). Does memcom support emailing them to let them know we are going to move them to retired status? Rachel is going to write to the above 4 and CC their institutional reps stating that as they haven't engaged we are now intending to retire them in mid-September. Shaun will contact the student sponsored by Flavia Sobreira to see if they have stopped working on DESI.	Rachel
4.	Actions Needed	A quick run through https://desi.lbl.gov/desipub/app/Users/action_needed Shaun to chase up the Rehemutulla Nabeel case. Christoph Saulder case flagged up to Rob. Rachel checking that all the provisional cases are on her radar. Most she was either engaged with or were sufficiently recent that they don't warrant chasing up yet. Rachel will add status notes the Memcom action field.	Shaun
5.	Memcom renewal	Update on changes of membership within Memcom Most Memcom members are staying on but Rachel will take the opportunity to step down (perhaps just for one year) while she deals with being the dean of her college. There are some additional tasks that we have not yet attempted to take on. i) Assessing Service of people approach 30 hours to identify those who are wrongly quoting Science as Service and so may falsely think themselves eligible for CP. ii) Chasing up Participants who are not doing significant (self-declared) Service. For (ii), we thought Shahab might be able to interrogate the database spreadsheets to determine this and then the Chairs could contact them. For (i), Dragan thought we could tackle this in October after	Shaun

		finishing with the Builders. Having someone else to help with this could be useful but is not essential We will need one new member so that Rachel role can be covered (perhaps allowing an internal shuffle around of roles). A second new senior member could help Dragan and add to the pool of potential future Chairs. We will reiterate the plea to have Kyle and/or Natalie join as Service advisors when they become available.	
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Summary of Action Items

Action	Description	Person in charge	Due date

DESI MemCom Meeting, 6pm (UK time)

Tuesday 18th July 2023

Timezone: All

Present: Shaun, Ramon, Daniel, Rachel, Rob, Dragan, Shahab

Apologies:

Zoom line: <https://durhamuniversity.zoom.us/my/shaun.cole>

Location: For those physically in Durham will meet in the Ogden Centre West (shown below) in the Meeting room on the middle floor, OCW116. The building is directly opposite the entrance to the TLC building in which the DESI conference is being held and so easy to find.



Agenda

Item #	Topic	Description	Discussion leader
1.	New members	Provisional members 1) Yan-Chuan Cai (Edinburgh): All clear 2) Miguel Ángel Sánchez-Conde (MASC): - We need to clarify if Antonio González-Arroyo is, indeed, willing to retire so that MASC can take his place in the GMT RPG: Shaun to email Paco Prada, as coordinator of the GMT RPG, and Antonio. - Rachel to ask MASC to increase his service time from 10% to 20%. 3) Rob Knop: - Should we ask for an increase from 10% to 15% service work? Ask Stephen Bailey, for instance, to come up with something else Rob could do? Or David Schlegel? Shaun to talk to Stephen. Rachel possibly to talk to Rob later on.	Rachel
2.	Builders	Next round of builder approval. Dragan to start the process next week. Some people complain to Dragan about being above threshold but not being considered: Dragan to direct them to the co-chairs of the memcom.	Dragan
3.	Moving institutions	Daniel: It would be useful to send out instructions for people moving institutions, either to DESI or non-DESI institutions. It could	

		be done with a 5-min talk in the collaboration meeting.	
4.	Database issues	Shaun: Nobody was hired in U Michigan out of the first call.	Camille
5.	Anomalies in the database	Shahab has found people w/o sponsors (Shahab to flag them in the action-needed list) and institutions with more participants than allowed.	Shahab

Summary of Action Items

Action	Description	Person in charge	Due date

DESI MemCom Meeting, 6th and 8th June 2023

Timezone: Allie

Present: (6th June) Shaun Cole, Ramon Miquel, Robert Crittenden, Rachel Bean, Shahab Joudaki, Camille Avestruz

(8th June) Shaun Cole, Ramon Miquel, Arman Shafieloo

Apologies: Dragan Huterer, Daniel Eisenstein

Zoom line: <https://durhamuniversity.zoom.us/my/shaun.cole>

Agenda

Item #	Topic	Description	Discussion leader
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1.	Participants	Proposed next steps for long-term provisional members Two participant applications for memcom review (then to IB): Alkistis Pourtsidou and Alejandro Aviles (in google drive folder) Pourtsidou: looks very positive; ready for a vote. Aviles: very positive too; ready for a vote. Discussion about long-time/unresponsive provisional members: proposal to send them an email with a deadline to send a draft proposal for participation by the end of July. Approved.	Rachel 
2	Builders	Status of next round of Builder assessment Dragan wrote: I met with Shaun, Ramon, and Daniel last week and we made a preliminary selection of people to consider for builder in this cycle, and determined who could validate in those cases. We weren't unfortunately able to get through all of the names with >60 self-reported service hours, so we need to complete that job. I hope we can finalize this next week, and in parallel I can start asking validators for their input. The table we are working through is at https://docs.google.com/spreadsheets/d/1AexbzSnylTqQMQ8dR1v_0XFpvGAAx0wSdGuN1bmykQA/edit#gid=1661809357 (if it doesn't open properly in Safari, try Chrome)	Dragan/Shawn
3	CP/CC	Cheng Zhao - Continuing participant https://docs.google.com/document/d/16kyJ8lUHZNxwVEVP_RdV2BjwG8w82ecDQs0yiq8TCS8/edit We discussed this one in April, but I think it might have gotten conflated with the Builder's discussion, which he also had applied for. His claimed service at 77 hours is somewhat disputed, but seems safely over the 30 hours for continuing participant. I guess the key question is that if he does not have sufficient hours now, does he have a path to it as a CP? He mentions he is co-chairing KP3. Need validation for the 30 hours. Satadru Bag - Continuing collaborator https://docs.google.com/document/d/19Rr1mL_hWLVtggviorfZ9Q3lVLlafdMQmlbqhOORa8/edit?usp=share_link Again, this was discussed in April, but there was an exchange with	Rob

DESI MemCom Meeting, 9th and 11th May 2023

Timezone: All

Present: (9th) Shaun, Ramon, Dragan, Rachel, Armin, Robert, Camille, Shahab; (11th) Shaun

Apologies: Names

Zoom line: <https://durhamuniversity.zoom.us/my/shaun.cole>

Agenda

Item #	Topic	Description	Discussion leader
1.	Participants	Participant applications (google drive folder) for memcom review (then to IB) ○ Jiaxin Han: KP8 (Y3-MW). OK ○ Emmanuel Schaan: DESI_xACT. OK ○ Sownak Bose: Simulations; outreach; LOC of the Durham Collab meeting. OK ○ Wenjuan Fang: KP7; Y3-cosmo; observing. OK	Rachel
2	Builder	Plans for next round of Builder assessment ● Dragan needs the 2022 effort reports in csv format (Ben). ● There's some urgency because of the upcoming SV papers.	Dragan
3	IT help @ Michigan	IT position approved. Going through the hiring process. Job ad just posted.	Camille

Summary of Action Items

Action	Description	Person in charge	Due date

Meeting Minutes Template:

DESI MemCom Meeting, 11th and 13th April 2023

Timezone: Tuesday 12noon ET and Thursday 8am BST (GMT+1)

Present: Tuesday: Shaun Cole, Ramon Miquel, Rob Crittenden, Dragan Huterer, Daniel Eisenstein

Thursday: Shaun Cole, Ramon Miquel, Arman Shafieloo

Apologies: Rachel Bean, Camille Avestruz, Shahab Joudaki, Ying Zu

Zoom line: <https://durhamuniversity.zoom.us/my/shaun.cole>

Agenda

Item #	Topic	Description	Discussion leader
1.	Participant cases	google drive folder (please let me know if you have any issues accessing this). They are: 1. Sownak Bose (Durham, UK) 2. Yan-Chuan Cai (Edinburgh) 3. Wenjuan Fang (USTC, China) 4. Jiaxin Han (SJTU, China) 5. Martin Landriau (LNBL) (obvious yes) 6. Emmanuel Schaan (SLAC) 7. Seshadri Nadathur (Portsmouth) (obvious yes) Missing assessments/validations.	Shaun for Rachel
2.	Builder Recommendations	Verify agreement on recommendation slides that have been circulated Agreed.	Dragan
3	CC/CP case update	Update on CC/CP cases. (links circulated) Bag: more validation needed for CC Blazek: not enough work so far for CC Grove: OK for CC (finishing his thesis paper) Ruan: OK for CC (similar) (Albert) Chuang: OK for CP Cheng Zhao: more validation needed for CP	Rob

Meeting Minutes Template:

DESI MemCom Meeting, 7th March and 10th March 2023

Timezone: Tuesday 5pm GMT and Friday 9am GMT

Present: Shaun Cole, Ramon Miquel, Michael Levi, Rachel Bean, Robert Crittenden, Dragan Huterer, Camille Avestruz, Shahab Joudaki (15 min late); Shaun Cole, Ramon Miquel, Arman Shafieloo, Ying Zu

Apologies:

Zoom line: <https://durhamuniversity.zoom.us/my/shaun.cole>

Agenda

Item #	Topic	Description	Discussion leader
1.	Consideration of Builder cases	Validations are ready and we need to go through and make our recommendations. This is the main item of business  Builder_validation_2023.pdf Most cases were accepted. Four cases need further work: Biprateep Dey, Tanveer Karim, Ting Li, Daniel Margala. After getting further information, Ting and Daniel will also proceed in this round.	Dragan

2	Database upgrade	Eric Neilsen's upgraded database edit page https://desi.lbl.gov/desipub-devel/app/Users/index Shaun to stress-test it	Shaun
3	CP and CC update	Overview of pending CC and CP cases and forthcoming votes An obvious CC case (already a builder) plus 2 former Durham students	Rob
4	Provisional cases update	Overview of active cases Rachel wrote: 1. I've put together my own tracking spreadsheet for the current Provisionals just to help track where we're at with each one. FYI you can view it at this https://outlook.office.com/mail/id/AAMkADg5NTlhZmM3LTM0MzctNDAXNi1iNDZiLTg1YWQ1MWE3N2I5NABGAAAAAAAA0MZldrR1ORpg9mqZR2rfdBwANTQLZtHfcRaCstV5Z4QafAAJkx6leAAANTQLZtHfcRaCstV5Z4QafAAXXg3IQAAA%3D#:~:text=view%20it%20at-,this%20link,-I%20have%20three 2. 3. I have two applications that Dan Eisenstein has given the green light to proceed (attached): 1. Martin Landriau (LNBL) 2. Sownak Bose (Durham, UK) 4. I have four applications that are in active review. Currently they are with the applicants with a request for updates (and coordination with WG/KP leads) after Dan's first review: 1. Wenjuan Fang (USTC, China) 2. Miguel Conde (UAM, Madrid) 3. Jiaxin Han (SJTU, China) 4. Yan-Chuan Cai (Edinburgh) 5. I have one application (Alkistis Pourtsidou (Edinburgh, UK)) that I have a question to you about regarding next steps (because I'm new to the committee/role) – whether, based on the WG feedback, it's ok to go needs another iteration.	Rachel
5	Effort Reporting 2022	Post deadline review of Effort Reporting 438 completed 2021 ER only 357 have completed 2022 ER  effort2022_Mar01 (1).pdf  yet_to_report_Mar01.pdf	Ying

6	Memcom Action needed list	Review of Memcom Action Needed list so make sure all are being actioned. https://desi.lbl.gov/desipub/app/Users/action_needed	Shaun
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Summary of Action Items

Action	Description	Person in charge	Due date
Get more info for 4 remaining cases	Get more info for 4 remaining cases	Dragan	March 14, 2023

DESI MemCom Meeting, 24th and 27th January 2023

5pm GMT 24th January and 8am GMT 27th January

Timezone: GMT (UT)

Present: 24th Jan: Dragan, Shaun, Camile, Rob, Ramon, Rachel, Daniel, Shahab, **27th Jan:** Arman, Ying Zu, Shaun, Ramon

Apologies: Names

Zoom line: <https://durhamuniversity.zoom.us/my/shaun.cole>

Agenda

Item #	Topic	Description	Discussion leader
1.	Updates	Review of list of potential new Builders  DESI Effort Reporting Master	Dragan
2.	2022 Effort Reporting	Natalie is happy with the draft email https://docs.google.com/document/d/19LNnRUgk_q--7m5E9Kg3HqkbLT4WY2MVOuKgJPdXcw/edit	Shaun

		And group options listed on the form. Is there any feedback from the IB? Are we ready to go and what (initial) deadline should we announce? Yes, end of Feb.	
3.		Review of non-provisional cases on the Action needed list https://desi.lbl.gov/desipub/app/Users/action_needed	Shaun/Shahab
4		Meeting times and reporting to the IB Frequency and phasing of future Memcom Meetings I think we are fixed on Tuesday 12noon Eastern (currently 5pm GMT, UT) and Friday (4am Eastern) 9am GMT, UT It makes sense to have the smaller Asia-friendly one soon after the main meeting but this is hard to automate on Google Calendar if we go monthly. Do we want to phase future meetings to be the week before the IB meeting or doesn't it matter. The IB pacific-friendly meeting won't work for Ramon or Shaun. Perhaps some other Memcom member could report at these meetings? The IB chairs would like to start committee update telecons: The idea would be to have them as default on the 2nd and 4th weeks of each month on Thursdays at 11:00 ET. The first round is planned to be: Feb 2nd, Thu, 11:00am EST, Membership (one week earlier than the default) Feb 23rd, Thu, 11:00am EST, DEI/ECS March 8th, Wed 11:00am EST, Meetings/Speaker's Bureau (Wed instead of Thu) March 23rd, Thu 11:00am EDT, Publications/External April 13th, Thu 11:00am EDT, EPO/Press The connection details: Join Zoom Meeting https://rediris.zoom.us/j/81609783518?pwd=Q1dUVHBtTHhaNklmeDgyMS8zczM1Zz09 Meeting ID: 816 0978 3518 Passcode: 696072	Shaun

5		Please add any other business -Rachel: question on referral contacts for provision candidates who seek a change of status. Refer them to the memcom chairs. If they have identified a sponsor and satisfy the rules (e.g. on length of time they have been a psotdoc) then they can join this way.	

Summary of Action Items

Action	Description	Person in charge	Due date

DESI MemCom Meeting, 11th and 13th January 2023

4pm GMT 11th January and 8am GMT 13th January

Timezone: GMT (UT)

Present: 11th: Shaun, Rob, Jeff, Daniel, Shahab, Ramon, Ben, Camille; 13th: Shaun, Ramon, Ying

Apologies: Names

Zoom line: <https://durhamuniversity.zoom.us/my/shaun.cole>

Agenda

Item #	Topic	Description	Discussion leader
1.	Builder Assessment	Update from Dragan and whether he now has all he needs for the next round of Builder assessment and how it is progressing Dragan wrote: Recall first that, due to the new system in how we collect this information, compilation of input that worked before (i.e. my python code) did not any more, and thus required subtle but super annoying to debug tweaks. Ben downloaded for me and sent me the raw report data, and then I did recoding and debugging to convert the raw data into a useful format, and to combine it with the reports from previous years. I am happy to say that the process is now complete and fully automated (to do again, or for subsequent reports) If you go to https://docs.google.com/spreadsheets/d/1AexbzSnyITqMQ8dR1v_0XFpvGAAx0wSdGuN1bmykQA/edit?usp=sharing you can see the resulting spreadsheet. The difference (in this Jan 2023 sheet) relative to the sheet next to it (Oct 2021) is the added 2021 narrative, and new service hours (2021, and total of course). Two things 1) I am pretty sure that the hours and narratives are correct (reported in the spreadsheet, added, etc), but if you perchance suspect something is off, definitely let me know. For your reference, you can access the raw 2021 effort report at https://desi.lbl.gov/desipub/app/Effort/index?year=2021, and you can also compare to the Oct 2021 summary sheet which at the same location as the 2023 one linked above. Note, some of the 2021 hours and narratives - esp for the existing builders - are blank, since they did not submit effort reporting (which you can check as well). 2) I also color-coded the sheet (as before): Green = builder Yellow = not a builder but over 60 service hours White = not a builder and below 60 Red = not in collaboration any more or service person However I did this color assignment by hand and somewhat from memory, and there are probably a couple of mistakes, so lmk (or	Dragan

		correct directly) if you see any. I propose we sit on this for a week or so, and maybe a couple of you do a sanity check (e.g. look at your own info in the table). Then we can quickly move forward on the builder promotion cases. I don't know if I will be able to dial in at all, but happy to answer any questions. RM: It looks like the "2021 narrative" column is missing some text. In an email, Dragan says it's actually OK, but one has to double click on the cell to see the text. (Shaun has emailed Dragan a question about where the historical data is stored and whether 2013-2016 data is being used consistently) It was 😊	
2	2022 Effort Reporting	Decision on when to start 2022 Effort Reporting and any strategy to boost the return The reporting email from last time appears to be at https://docs.google.com/document/d/1yDjXzqN52Sw3OwQ2G_6Dml7pPotkyR26FU9x6r1OCDo/edit?usp=sharing An email we never sent on how to report errors in the reporting process is at https://docs.google.com/document/d/1aCz-TQq39C8njZhsPpLYEiPKayws1OqRhSpn8SqU2Fk/edit?usp=sharing Open tickets related to effort reporting: Examples of narrative text for effort reporting Units of effort reporting Definition of what does NOT count as research effort	Ying
3	CC and CP news	Updates from Rob on any ongoing CC and CP cases Ismael Ferrero: status unclear. He has been given CC status. He now needs to apply to become a CP or retire. So far he has claimed only 6 hrs of service. Daniel: We tend to get stuck on CCs who are waiting for their paper to go out.	Rob
4	Participant news	Participant case updates Two new participant applications: Antonella Palmese (CMU), Marcelo Álvarez (LBNL). They should be easy cases.	Jeff
5	Review of Action Needed	Many are related to Participant cases. We should run through the others and make sure they are on someone's "To Do List"	Shaun

		The notes field of all provisional cases now starts with “Provisional:” and so the automated list can now be easily sorted to have these all appear in one block so we can concentrate on the others/new ones. Maybe Shahab will also report on finding others who should be put on this list. Some provisional participants find it difficult to find service tasks to perform.	
6	Date of Next Meetings	Can we find a pair of times that works for all. Friday 8am GMT seems to work for that timezone but Rachel can't make Wednesday 4pm GMT and would prefer Thursday 4pm GMT. Does that or some other time work for others?. Shaun is going to do a new poll for the US friendly time slot but for the other slot we will stick at Friday 8am GMT. Dragan would like the next meeting in a couple of weeks if possible to go through the possible Builder candidates with the rest of Memcom.	Shaun
7	MemCom Web pages	Tidying up Memcom web pages. Given that we have the NewMembers page https://desi.lbl.gov/trac/wiki/NewMembers (linked from the opening page of the wiki) what is the purpose of the Getting started page https://desi.lbl.gov/trac/wiki/GettingStarted#Membershipapplicationforms linked from https://desi.lbl.gov/trac/wiki/ManagementPages/MembershipCommittee Jeff is going to clarify the purpose of these two pages so that sign-posting can be improved.	Shaun
	AOB	AOB	

Summary of Action Items

Action	Description	Person in charge	Due date
Builders	Fix the “2021 Narrative” column	Dragan	January 2023 (DONE)
CC	Contact Ismael Ferrero	Rob	id

CC	Find out who has been a CC for a long time	Shaun	
Meeting time	Find a new date/time for the US-friendly committee meeting: doodle poll	Shaun	

DESI MemCom Meeting, 28th Nov 2022

Timezone: USA friendly (5pm GMT)

Present: Shaun Cole, Jeff Newman, Ramon Miquel, Rachel Bean, Benjamin Weaver, Dragan Huterer, Shahab Joudaki, Camille Avestruz

Apologies: Names

Zoom line:

<https://durhamuniversity.zoom.us/j/138028318?pwd=NlJkdXQvNzJXN3o5SWRWUzFyUWhqQT09>

Agenda

Item #	Topic	Description	Discussion leader
1.	Updates	A chance for the new members to raise any issues with their roles - Rachel and Jeff will meet week of Dec. 12. Jeff has documented current status of all Provisionals. - Shahab has started looking at entries with MemCom action needed flagged. Note that all current Provisionals have been flagged but we don't need to take other action besides routing to Rachel and Jeff.	Shaun/Jeff

2.	Database management	Planning for Ben's role(s) to be passed on - IB discussed possibility of some activities being taken on at Fermilab. - there are things that are automated that it would be good for someone to track - Michigan has requested support for both functionality development and working on tickets. Short staffing has been an issue. Camille can ask about how to prod Michigan IT. - Hopefully Ben will be able to talk to John Helly in Durham. Email has been sent to try to find a time this week. - Liz Buckley-Geer will continue to work on the Publication Board aspects of the application & database, but not the Membership Committee aspects.	Shaun/Jeff
3	Participant science	We should discuss what to do about cases where we have people who are doing tons of service and, based on their job title and the fact they sign papers, should be Participants, not sponsored engineers; but who are unlikely to undertake their own science activities with DESI data. This is an issue for several Participant cases as generally they are expected to identify both science and service activities before approval happens... We would like support from Michael Levi and the Spokespeople for people with high levels of service but minimal DESI science to still be approvable as Participants. Committee discussion of this on Monday was supportive.	Jeff
4.	New Builders	Plans for the next Builder candidate review - Database does not offer an easy way to download effort reporting data. - Ben will write a SQL query to generate the necessary table as a stop-gap. - We can start 2022 effort reporting as early as January 1! We should do it early in the year this time!	Dragan
5.	Action Needed Review	A look through the "MemCom Action Needed" cases to assign follow-up	Shaun

Summary of Action Items

Action	Description	Person in charge	Due date

DESI MemCom Meeting, 30th Nov 2022

Timezone: Asia friendly (8am GMT)

Present: Shaun Cole, Ramon Miquel , Ying Zu, Robert Crittenden, Arman Shafieloo

Apologies:

Zoom line:

<https://durhamuniversity.zoom.us/j/138028318?pwd=NIIJdXQvNzJXN3o5SWRWUzFyUWhqQT09>

Agenda

Item #	Topic	Description	Discussion leader
1.	Updates	A chance for the new members to raise any issues with their roles • Robert Crittenden to send email to supervisors of Berkeley students. • Question about provisional sponsored members: not acceptable, right? Arman to confirm with Jeff. • Questions about a sponsored member by Juan García-Bellido. Arman to contact him (CC: Shaun/Jeff)	Shaun

2.	Database management	Planning for Ben's role(s) to be passed on • See discussion on Nov 28. • Ben will be leaving the MemCom on Feb 1, 2023. • Looking for experts on django.	Shaun
3	Participant science	We should discuss what to do about cases where we have people who are doing tons of service and, based on their job title, should be Participants, not sponsored; but who are unlikely to undertake their own science activities with DESI data. This is an issue for several Participant cases as generally they are supposed to identify both science and service activities before approval happens... • See discussion on Nov 28. • Jeff to pursue this with the IB. • Robert suggests they could be participants without the right to sponsor. To take up with Jeff ==> IB.	Shaun for Jeff
4.	New Builders	Plans for the next Builder candidate review • See discussion on Nov 28. • Ben has produced an SQL query to dump the necessary information from the membership DB into Excel. • Ying advocates for having hard cut-offs for filling the effort-report forms.	Shaun for Dragan
5.	Action Needed Review	A look through the "MemCom Action Needed" cases to assign follow-up • All the provisional members are now on this list. • To declare it DONE, just unclick "MemCom Action Needed" and add a comment.	Shaun

Summary of Action Items

Action	Description	Person in charge	Due date

DESI MemCom Meeting, 13th October 2022

Timezone: All

Present: Shaun Cole, Rachel Bean, Rob Crittenden, Jeff Newman, Ramon Miquel, Dragan Huterer, Camille Avestruz (will miss start)

Apologies: Shahab Joudaki, Ben Weaver

Zoom line:

<https://durhamuniversity.zoom.us/j/138028318?pwd=NlJkdXQvNzJXN3o5SWRWUzFyUWVhQT09>

Agenda

Item #	Topic	Description		Discussion leader
1.	Welcome	Welcome new members to MemCom		Shaun/Jeff
2.	Overview	Overview of the role of MemCom See  DESI Membership and You		Shaun/Jeff
3.	Outstanding Tasks	1) Wiki page update https://desi.lbl.gov/trac/wiki https://desi.lbl.gov/trac/wiki/ManagementP		Shaun

DESI MemCom Meeting, 14th August 2022

Timezone: All

Present: Names

Apologies: Names

Zoom line: <https://durhamuniversity.zoom.us/j/138028318?pwd=NlJkdXQvNzJXN3o5SWRWUzFyUWhqQT09>

Agenda

Item #	Topic	Description	Discussion leader
1.	CC/CP cases	Update on some CC/CP cases: Soumagnac, Rafols, Barth, Yao Notes: - Rafols and Barth are seen as straightforward - For Soumagnac: question is how much of secondary program work is service. Comfortable she has 30 hours, but 57 likely needs to be pro-rated.	Shaun

		- From Michael: <i>Here is the relevant section of the membership policy. I was just thinking about what generalized changes could be made. It actually looks sufficient to me for this situation (even prescient). Can you suggest what edits or clarifications are needed? This sentence would seem to be sufficient to reject work on an external catalog, or provide the basis for a fractional counting. If so, how would you suggest that we come up with this factor in Maayane's case?</i> - -- Michael - - 76 Work that involves the overlap of DESI with other external data sets or more general theoretical - 77 development can be beneficial in some cases, but only the portion that directly involves DESI should - 78 be counted. I.e., one should consider if doing the work is actually directly helping DESI science - 79 to happen or is a broader, more project-agnostic investigation. An example of this might be the - 80 development of a new analysis methodology: a paper describing a methodology that is applicable - 81 to many surveys would not be counted as DESI service, but the implementation specifically in - 82 the DESI software framework would be. Similarly, a cosmological simulation with general utility - 83 would not be DESI service, but the time required to utilize those data products to produce a - 84 DESI-specific mock catalog would be. The production of an external observational catalog would - 85 not be DESI-service, but the time to ingest that catalog into a form needed for a DESI pipeline - 86 would be. We expect that such activities could end up with a fractional counting of the time, as a - 87 weighing of the uniqueness to DESI. - ... - Yes, that's more-or-less what I'm suggesting. Kyle has previously said he'd like to make clear to the IB that work on secondary project proposals count zero towards membership given the intent of the policy. Rereading the policy statement makes me think it's not even a change or clarification. But in the future, we'd want that stated clearly as part of the secondary project call for proposals (or requires advance approval). But the policy as written gives you latitude here, seems clear enough to me that you should apply it. I'd recommend asking Kyle and Nathalie to suggest a factor between zero and one for the MOST catalog creation (eg. 68% for task 1, with a statement to her that this factor becomes xxx% in the future). I'd adjust that factor so that she just squeaks by with a total of 40 hr-units, so we aren't mean about this (which I calculate as being 68% on task 1). -	
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2.	Participant cases	Updates on the Participant cases of Julian Batista and Pauline Zarrouk. Files at https://drive.google.com/open?id=1-jxvav09PZ6lCepAP7SwM8krivHLrxAL&authuser=janevman%40pitt.edu&usp=drive_fs Notes: Zarrouk only has evaluation from Gil-Marin. Reach out to Dragan (DONE) Bautista only has thin evaluations. Reach out to Changhoon Hahn (DONE)	Jeff
3.	Effort reporting update	Notes: conclusion: In calculation of effort reporting numerator/denominator and follow-up emails: - non-reporters: (engineer in position OR engineer in membership type OR undergraduate in position or other in position) - automatically counted as reporting: Builders Track down Knut Olson and Robert Nikutta at Noirlab Michael will email desi-general	Ying?
4.	How to handle undergrads?	Going forward: collect expected graduation date in membership form. If someone joined >2 years ago, and does not respond to email, retire them Should not	
5.	Working on cases with MemCom action needed	To work through the latest version of this spreadsheet https://docs.google.com/spreadsheets/d/1NgvT4ryKZgM5Nz4tVSOAGR_zPPpj0oEcCKtovCewiAU/edit#gid=815993766 (compiled by joining the users, institutions and Ben's latest ActionNeeded tables from the database) The idea is to identify those who can be chased up with the goal of completing these actions and to divide these tasks amongst us. The spreadsheet contains the email addresses etc of all the people we'd need to contact. EPFL provisionals (Revaz, Courbin, Jablonka): JAN check if they are joining pubs . Answer: no. they are not. Let's retire them. . Noirlab provisionals: retire Luis de la Costa: retire Mention: JAN contact again DONE Huanian Zhang: JAN contact DONE Bloom: JAN contact. DONE	Shaun

Summary of Action Items

Action	Description	Person in charge	Due date
Retirements	EPFL provisionals (Revaz, Courbin, Jablonka): JAN check if they are joining pubs . Answer: no. they are not. Let's retire them. . Noirlab provisionals: retire Luis de la Costa: retire	Shaun	
Contact transitioning people to see if they wish to be CC or retire	Xiao Fang, Chirag Modi: Dragan contact	Dragan	

DESI MemCom Meeting, 14th June 2022

Timezone: All

Present: Names

Apologies: Axel de la Macorra

Zoom line: <https://pitt.zoom.us/j/93680559582>

Agenda

Item #	Topic	Description	Discussion leader
1.	Effort reporting	- Effort reporting: what is the status? Discuss draft email to collaboration? Email from last time (slightly edited) is at https://docs.google.com/document/d/1yDjXzqN52Sw3OwQ2G_6Dml7pPotkyR26FU9x6r1OCDo/edit Check engineers list! https://desi.lbl.gov/desipub/app/Position/show_position?pid=5	Bob
2.	What do we need help with?	- our presentation to the Institutional Board: in particular, what problems are we facing that they could help with? - Bylaws do not specify how sponsored members not doing service get retired for collaboration. Participant removal requires $\frac{2}{3}$ vote. - How do we interpret silence? 2-3 times a year: memcom asks IB to go through their institution and flag people. 9/1, 1/1, 6/1 ? People need to understand that putting end to sponsorship date does not trigger automatic cutoffs	
3.	How is the current structure working out?	This is also a good time to take stock of your area of service and discuss whether there are ways the position or division of responsibility should change when the committee is renewed this fall, so if there's extra time we can discuss that.	

Summary of Action Items

Action	Description	Person in charge	Due date

DESI MemCom Meeting, 19th April 2022

Timezone: All

Present: ShaunCole, Jeff Newman, Ramon Miquel, Dragan Huterer, Camille Avestruz, Nathalie P-D

Apologies:

Zoom line: <https://pitt.zoom.us/j/93680559582>

Agenda

Item #	Topic	Description	Discussion leader
1.	Builders	Updates on Builder Cases 7 Builder candidates with >60 hrs claimed Validation sought and went well. Just a couple who would have been useful to supply comments didn't. Document presented by Dragan Carlos Allende-Prieto: no issues James Farr: Concern is that it is PhD work/partly research + eBOSS effort (and claiming 40 hrs/wk in 2019) Service comment sought from	No

		Daniel Eisenstein (regarding Farr and Le Goff): I find it compelling that the WG chairs clearly stated that the plan was to have two distinct sets of mocks and could immediately associate these efforts to that need. To me, that locates the work as a critical WG effort. I.e., this does not appear to be a situation in which someone decides to build some analysis tool on the hope that the WG will adopt it. It is very plausible that the WG will rely on mocks. Nathalie: Noted some science papers were produced in the two intense years. If counted at 50% effort for those years he would still be very close, but just below the threshold. If this person would choose to self-nominate then he would have a strong case with just a little continued contribution. Andreu Font-Ribera: No issues Jean-Marc Le Goff: Evaluator suggested scaling down but would still be above threshold. Daniel Eisenstein (regarding Farr and Le Goff): I find it compelling that the WG chairs clearly stated that the plan was to have two distinct sets of mocks and could immediately associate these efforts to that need. To me, that locates the work as a critical WG effort. I.e., this does not appear to be a situation in which someone decides to build some analysis tool on the hope that the WG will adopt it. It is very plausible that the WG will rely on mocks. Omar Ruiz: Now data scientist. Work of BGS target selection clearly service. Possible case for making CP and then quickly above Builder threshold if reengages. Eusebio Sanchez: Memcom hours appear inflated averaged over the year and so probably should be scaled which would result in being under threshold currently. But he likely will get there soon if efforts are ongoing. Suk Sien Tie: no issues	
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DESI MemCom Meeting, 18th January 2022

Timezone: All

Present: Jeff Newman, Shaun Cole, Ramon Miquel, Tamara Davis, Dragan Huterer, Michael Levi, Axel de la Macorra, Daniel Eisenstein

Apologies: Names

Zoom line: <https://pitt.zoom.us/j/93680559582>

Agenda

Item #	Topic	Description	Discussion leader																																																																																																																																																								
1.	Builders	Planning/status for the next round of Builders Plan to move to the next tranche of potential builders. Aim to identify candidates Technician and admin staff clearly identified as people who wouldn't sign onto science papers excluded from consideration. Shelby Gott should be added to this red category. (Discussions suggest we need another category on the database for people who need wiki access but aren't required to do effort reporting. A name such as "affiliate" was floated) Ben Wang – 60 hours in one year suggests reporting is not being calculated properly. We should point this out early before he gains unrealistic expectations. All others above 60 hours on Dragan's table (below) we should get to report there 2021 effort and then proceed to validation unless they remain very close to the 60 hour threshold <table><tr><th>First Name</th><th>Last Name</th><th>Total</th><th>2020 Effort</th><th>2019 Effort</th><th>2018 Effort</th><th>2017 Effort</th><th>2013-16</th></tr><tr><td>Huanyuan</td><td>Shan</td><td>137</td><td>15</td><td></td><td>50</td><td>40</td><td>32</td></tr><tr><td>Axel</td><td>de la Macorra</td><td>123</td><td>12</td><td>23</td><td>25</td><td>10</td><td>53</td></tr><tr><td>James</td><td>Farr</td><td>95</td><td>10</td><td>40</td><td>35</td><td>10</td><td></td></tr><tr><td>Carlos</td><td>Allende Prieto</td><td>88</td><td>12</td><td>16</td><td>20</td><td>14</td><td>26</td></tr><tr><td>Shelby</td><td>Gott</td><td>80</td><td>40</td><td>40</td><td></td><td></td><td></td></tr><tr><td>Yaling</td><td>Zhu</td><td>80</td><td></td><td></td><td>40</td><td>40</td><td></td></tr><tr><td>Jean-Marc</td><td>Le Goff</td><td>80</td><td>0</td><td>20</td><td>25</td><td>30</td><td>5</td></tr><tr><td>Matthew</td><td>Evatt</td><td>80</td><td>40</td><td>40</td><td></td><td></td><td></td></tr><tr><td>Andreu</td><td>Font-Ribera</td><td>71.5</td><td>9.5</td><td>20</td><td>15</td><td>7</td><td>20</td></tr><tr><td>Ramon</td><td>Miquel</td><td>64</td><td>4</td><td>12</td><td>12</td><td>10</td><td>26</td></tr><tr><td>Omar</td><td>Ruiz</td><td>62</td><td>30</td><td>20</td><td>8</td><td>4</td><td></td></tr><tr><td>Suk Sien</td><td>Tie</td><td>61.83</td><td>5.83</td><td>37.33</td><td>18.67</td><td></td><td></td></tr><tr><td>Eusebio</td><td>Sanchez</td><td>61</td><td>10</td><td>8</td><td>8</td><td>10</td><td>25</td></tr><tr><td>Amy</td><td>Robertson Schm</td><td>60</td><td>20</td><td>20</td><td>20</td><td></td><td></td></tr><tr><td>Andrea</td><td>Muñoz-Gutiérrez</td><td>60</td><td>5</td><td>25</td><td>30</td><td></td><td></td></tr><tr><td>Karen</td><td>Butler</td><td>60</td><td>20</td><td>20</td><td>20</td><td></td><td></td></tr><tr><td>Ben</td><td>Wang</td><td>60</td><td>60</td><td>0</td><td></td><td></td><td></td></tr><tr><td>Jean-Paul</td><td>Kneib</td><td>60</td><td>10</td><td>5</td><td>5</td><td>8</td><td>32</td></tr></table>	First Name	Last Name	Total	2020 Effort	2019 Effort	2018 Effort	2017 Effort	2013-16	Huanyuan	Shan	137	15		50	40	32	Axel	de la Macorra	123	12	23	25	10	53	James	Farr	95	10	40	35	10		Carlos	Allende Prieto	88	12	16	20	14	26	Shelby	Gott	80	40	40				Yaling	Zhu	80			40	40		Jean-Marc	Le Goff	80	0	20	25	30	5	Matthew	Evatt	80	40	40				Andreu	Font-Ribera	71.5	9.5	20	15	7	20	Ramon	Miquel	64	4	12	12	10	26	Omar	Ruiz	62	30	20	8	4		Suk Sien	Tie	61.83	5.83	37.33	18.67			Eusebio	Sanchez	61	10	8	8	10	25	Amy	Robertson Schm	60	20	20	20			Andrea	Muñoz-Gutiérrez	60	5	25	30			Karen	Butler	60	20	20	20			Ben	Wang	60	60	0				Jean-Paul	Kneib	60	10	5	5	8	32	Dragan, Ramon
First Name	Last Name	Total	2020 Effort	2019 Effort	2018 Effort	2017 Effort	2013-16																																																																																																																																																				
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		Agreed to start a conversation on Slack to identify validators.	
2.	Participants	Participant candidates: Alis Deason, Tim Eifler, James Rich Alis Deason Tim Eifler James Rich No real discussion, will vote after meeting	Jeff
3.	CCs and CPs	Continuing Collaborator and Continuing Participant Cases Alex Smith approved as CP Davide Bianchi ready for vote, strong case Building portfolio on a couple of CC cases One open case: service being claimed is exclusively related to the time domain survey; question is whether this is sufficiently core to be service to DESI. Can solely time domain work be considered a valid workplan to build towards builder status? Run specific	Shaun
4.	Effort reporting follow-up	Plans for identifying which non-effort-reporttees should be retired	Shaun
5.	Corner cases	A corner case that has come up recently: a DESI Builder who has transitioned into research staff at the same institution (Jeff)	Jeff
6.	Contradictory cases	Making plans to produce a list of cases that should not occur for DB checking (e.g., faculty members listed as Sponsored)	Jeff?
	Other business	Any other business?	

Summary of Action Items

Action	Description	Person in charge	Due date
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	Contact Ben Wang		
	Define 'Affiliate' status in the database, move relevant people there		
	Check on past discussion of Huanyuan Shan		
	Check Andrea Munoz-Gutierrez effort reporting		
	Talk to Michael with name unblinded about time domain CP (done); if OK, write to them to propose they either a) provide a service plan focused on DESI data processing (see recent call) or b) pursue becoming a Participant		
	Drop DESI builders from list of people we ask about failures to report and then send the mail merge.		
	Jeff to reach out to get CV and career path of a specific corner case so we can discuss this further with clear facts. Is the position/contract renewable?		
	Tamara has already identified many cases and is fixing them. She will work further with Camile so this is automated in future.		
	Check on whether Edinburgh is a Full Member institution		

DESI MemCom Meeting, 14th December 2021

Timezone: All

Present: Names

Apologies: Names

Agenda

Item #	Topic	Description	Discussion leader
1.	Builders	Discussion of Builder cases up for vote; see email from Dragan for files 9 Builder candidates who are close to the line and junior/early career, will do ~10 more next month	Dragan, Ramon

		Feedback is at https://drive.google.com/file/d/1B9umjMvPfmhIDDCLj7-ljsy3WgbroQZu/view?usp=sharing Alam: seen as a clear case. Shaun: he is “Mr. DESI” Chuang: 60 hours claimed. Very brief service reports, validator reports are more detailed. Assessors agree with service estimate. Seems an easy case. Daniel: “What are you conveying if you don’t award this?” Reminder: tell IB effort is continuing Garrison: Work can apply to multiple projects. 2019: claims 35 hours/week, that was not $\frac{7}{8}$ of full time though. Kyle: we can recalibrate multiple ways, probably still gets builder status. E.g.: cut 2019 to Albert’s estimate of 20. He is chairing WG in 2021. Key question is how to communicate this. Goncho a Goncho: 62 hours claimed, a lot of different activities. Supportive statements from Parker, Arjun. Clear case. She has put service ahead of other obligations. Kremin: A little difficult to assess early effort. 2020+ 2021 alone would clearly push him over threshold, per Stephen Bailey and Kyle Dawson. Daniel: worried about his career as he has no papers / all service time. Mueller: Nathalie thinks if anything was underestimated. Currently co-leading a key project, effort continues in 2021. Kyle: nice example of what you can contribute from the theory side. Sustained effort over 7 years. Daniel: “she really stepped up” Smith: Most effort was early days (2013-16). No validation from David Weinberg, others are supportive. Little effort since left his Ph.D. position. Lehman: clearly meeting a deliverable for DESI. Smith: not so clear. Kyle: “this is the case I am least enthusiastic about”. Currently doesn’t have a position. Daniel: “clearly useful, hard to know how much design work from early BGS should count”. We should encourage him to become a Continuing Participant (can put on CV etc.) Vargas: detailed statements, assessments are supportive. Sustained effort that has been under the radar but it’s clear service effort. Wilson: DESI2 effort should not count, but he has been very active with data team, so should have substantial service in 2021. Comments from Directorate: recognizing continuing effort into 2021, Lehman should be OK - Smith was rejected previously based on question of disentangling service work from thesis. 2020 reporting	
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		doesn't change the situation. Directorate would want to see service work go up significantly in post-thesis period. Summary: It was concluded that based on the lack of ongoing service work and the mixed purposes of his 2013-16 work when almost all of his hours were recorded, Alex Smith is not ready to become a Builder. He will be encouraged to file for Continuing Participant status, which would allow him to work towards that goal via ongoing service work. There was a consensus agreement that all other cases were ready to move forward. Some cases may have been near the line based on hours reported through 2020, but in each instance the person has had major service efforts in 2021 which would unambiguously put them over the threshold, so there is no reason to delay granting Builder status. The DESI Directorate agreed with all of these conclusions.	
2.	Participants	Discussion of Participant cases up for vote; see https://drive.google.com/open?id=1-jxvav09PZ6lCepAP7SwM8kriyHLrxAL&authuser=jane Newman@pitt.edu&usp=drive_fs Manera: clearly doing a lot of service. Slot in RPG is opened up by Cristóbal Padilla retiring from collaboration Kyle is supportive of Hearin case, happy to see this go through. Dragan: "an excellent scientist" Martin Croce; in tenured position. Is he active? Hector Gil-Marin: sponsored postdoc. 'Not quite tenure track job' Violeta: has permanent position but listed as sponsored postdoc. 'Not quite tenure track'. Precedent with Francisco-Shu Kitaura on how would be handled. Need to understand route to Participant, get ahead on negotiations Summary: Both cases were seen as ready to move forward with. For Marc Manera, a slot in the RPG has opened up due to the retirement of Cristóbal Padilla from the DESI collaboration. He is a Continuing Participant and has been very active on service activities. For Andrew Hearin, much of his proposed effort would be service, and he is putting in a DOE proposal which, if funded, would further amplify his efforts on DESI. Kyle Dawson has spoken to both Andrew and Katrin Heitmann and confirmed that Andrew would be able to contribute to DESI at the proposed level.	Jeff

Summary of Action Items

Action	Description	Person in charge	Due date

DESI MemCom Meeting, November 2021

Timezone: All

Present: Daniel Eisenstein, Bob Kehoe, Jeff Newman

Apologies: Tamara Davis

Agenda

Item #	Topic	Description	Discussion leader
1.	Builders	Discussion of how to push forward the builder process Slides:	

		https://docs.google.com/presentation/d/1faCQ6EL6u5B4t2x-GYHiHkZektW7Lam3ivlOKMJmKWE/edit Spreadsheet: https://docs.google.com/spreadsheets/d/1AexbzSnyITgQMQ8dR1v_0XFpvGAAx0wSdGuN1bmykQA/edit#gid=563450282 Notes: Comments on draft form for input: - Spell out that we want answers that go deeper than yes/no - When there were agreements on what work someone would do that was judged to be service (e.g. in a working group) it would be helpful to have details on this. We should not assume that the WG delineation of what is service is accurate, however. - From DJE: Two key questions we want answers to: - is the reported level of work plausible (at 50% level)? - please explain why the activity should be counted as service. "From your view, please explain why this effort should be counted as a service effort within DESI, e.g., why it helps the DESI collaboration as a whole. - From Bob: can say something like 'if you don't know the answers, who are the prior conveners whom we should contact' - Filling in potential contacts on all cases - Comment from Ramon: reconstructing what people did years later is hard. Other models: - Get validation feedback every year - Write up a document when apply for builder detailing what you did - Daniel notes that we are supposed to validate at 30 years-hour/week - Suggestion: validate anyone reporting >10-15 hours/week in a year Figured out potential validators for the top 8 candidates. Dragan will circulate draft input form; comment ASAP and hopefully we can converge by midweek.	
2.	Database	Tam gave an email update to report that the statement of work for IT is done and Greg is now discussing this with the IT group to get a quote.	Tamara (written update)
3.	Effort reporting	Gongbo is in the process of finalising the % from each institution who did effort reporting from last year. We still haven't contacted or retired people who didn't do effort reporting, that's on Tam's to-do list. Tam has talked with Ying about effort reporting for next year. The hope is that we can get the form implemented in the database for next year, and aim to start the effort reporting by February if possible.	Tamara (written update)

Summary of Action Items

Action	Description	Person in charge	Due date

DESI MemCom Meeting, 4th/5th Oct 2021

Timezone: All

Present: Tamara Davis, Jeff Newman, Ben Weaver, Ramon Miquel, Daniel Eisenstein, Dragan Huterer

Apologies: Michael Levi, Ying Zu, Gongbo Zhao

Agenda

Item #	Topic	Description	Discussion leader
1.	Update on builder process	Have met with Bob for handover. Dragan is writing some python script to process the spreadsheets. Produces unified set of names,	Dragan

		adds up the hours. Match on username. Keep in mind that numbers <1 may be fractions, not hours/week (similarly >=50 might be percentages?) It will take effort to validate reporting. Can't just start with highest reported hours; gather up cohorts of names who worked on similar topical areas so can evaluate comparatively Discussed producing some case studies so it is easier when people do effort reporting for them to be able to identify service versus science. Suggestion: 2 hour meeting to go through the list and assess who is likely qualified ? with Daniel + Risa + Shaun + Jeff + Ramon? New plan: Daniel + Dragan meet 10/12 for 2 hours to triage sheets	
2.	Update on handover of effort reporting.	Has not happened yet, Ying and Gongbo still plan to meet	Ying Zu/Gongbo Zhao (not available)
3.	Daniel Gruen	Participant case for Daniel Gruen	Jeff
4.	CC and CP updates	CC and CP updates	Shaun
5.	Database status update	Some excellent usability updates.	Ben
6.	Planning for getting members to check their entries and additional database work	After some user interface and permission updates to the database Tamara will contact the collaboration.	Tamara
7.	Language on changes to CP and CC policies		Michael (not available)
8.	Equity and Diversity	We have to be careful that our membership requirements don't disadvantage ECRs. e.g. When they are used as a buy-in the work they are asked to do might not always be in their best interests (e.g. all service no science). No particular actions, just something to be aware of.	All

Summary of Action Items

Action	Description	Person in charge	Due date
Builder process	Finish the code to analyse the spreadsheets. Include the service hours claimed and descriptions of service. Compose initial list of potential builders.	Dragan	8/10/21 (this week)
Builder process	Schedule a meeting (~2hrs) to discuss with Daniel and Risa (service advisors) and Dragan, Ramon, and Jeff. Small meeting just Dragan and Daniel first. Spokespeople could potentially help.	Jeff to try to contact Risa. Dragan and Daniel.	Initial triage Tues 12th, 2-4 Eastern
Builder process/effort reporting	Produce some case studies so it is easier when people do effort reporting for them to be able to identify service versus science.	Daniel	Before effort reporting next year
Effort reporting handover	Ying and Gongbo to meet.	Ying. Tam to help push forward.	This week
Daniel Gruen	Hold a vote this week.	Jeff	This week
Database	Make ticket for user permissions, and user usability.	Ben/Tam	Today
CP Documentation	Change wording and circulate draft	Jeff	This week

DESI MemCom Meeting, 13/14th September 2021

Timezone: All

Present: Tamara, Jeff, Daniel, Axel, Dragan, Gongbo, Ramon, Michael Levi

Apologies: Francisco

Agenda

Item #	Topic	Description	Discussion leader
1.	Thanks	Thanks to outgoing members and welcome to new	Tam/Jeff
2.	Intro	Intro to membership committee, and roles See flowchart of membership levels at https://docs.google.com/presentation/d/1oT1XUN9d8uOQbvifqMVBd1nbqjl8VQhEgww4YtfOJlw/edit?usp=sharing Current roles, ongoing: Axel de la Macorra: New members Shaun Cole: Continuing Collaborators and Continuing Participants Jeff Newman: Provisional->Participant process, co-chair Daniel Eisenstein, Risa Wechsler: Service advisors (review service proposals) Tamara Davis: Database, co-chair Ben Weaver: Archivist / DB developer, assisted by Liz Buckley-Geer and Omar Ruiz Current roles, departing: Francisco Castander: Transitions (e.g., sponsored -> sponsored) Bob Kehoe: Builder designations Gongbo Zhao: Effort reporting (annual process) Proposed new roles (looks like they are OK with everyone): Dragan Huterer: Builders Ramon Miquel: Assisting with builders, transitions Ying Zu: Effort Reporting	Jeff/Tam
3.	Database	Update to the database programming progress	Ben
4.	Effort reporting	Outgoing effort reporting update Effort reporting was completed, used google form, required a lot of manual intervention to send reminders Got better response in the past, sent emails both to institutional contacts (with who had/hadn't reported) and to individuals	Gongbo

		Still need to figure out what institutions reached 80% threshold (engineers who don't sign papers and builders don't need to be counted here)	
5.	Transitions	Outgoing transitions update https://docs.google.com/presentation/d/1F8rJ2xHjIXnliTWha8Y9AqsgTXebNF4MVG5Vgx1lcXg/edit#slide=id.gef5fc61299_0_2 https://docs.google.com/spreadsheets/d/1I0eZzfgZhMRy53k17D1uQp_zwmL8r2PdK9nhwhzUKfs/edit#gid=11360893	Francisco
6.	Builders	Outgoing builder status update	Bob
7.	Active cases	Update on which cases we are working on https://docs.google.com/presentation/d/1S7FA4W3Db72a-1Zan_JtYLDvzI6KkGmEQTyBMylJio/edit?usp=sharing Some things to discuss: - Do we need two service evaluations or is one OK? - What to do about people who should be Participants but have not responded to repeated emails: Fromenteau, Joyce (should become participant), Probst (retired), Ealet. - Should we try to define an emeritus status for builders who aren't going to become Participants? - Joyce: we need to push through. Get Lori Allen to push him. - Probst: retire - Ealet: Michael check with CPPM, maybe contact - Fromenteau: send to Shaun for continuing collaborator, note that data rights are ending - What to do about David Silva? - Offer continuing participant status? Supposed to have a work plan - Emeritus / honorary status? Door always open... - Offer CP if willing to participate, otherwise can move to inactive status	Jeff/Shawn
8.	Handover	Plan handover conversations (if not already done)	
9.	Database intro	Introduction to the database for everyone	Ben/Tam

Summary of Action Items

Action	Description	Person in charge	Due date
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Add policy document links	Put links to membership policies at top of notes	Jeff	
Tighten access restrictions	Change effort reporting spreadsheets, etc. to be restricted to specified individuals	Tam	
Document effort reporting needs	Figure out what we need the database to do to make effort reporting easier (e.g., figuring out who has/hasn't reported, response rates by institutions, getting email lists of people to contact, etc.?	Gongbo	

Draft from Bob of Builder Candidate Validation Questionnaire, with some small edits by Tamara:

Builder Candidate Validation Questionnaire:

This Questionnaire is to be provided to System managers and WG co-chairs so that they can validate the specific declarations of effort for Builder Candidates. A detailed description of service including examples is here: *[Add link to description of what constitutes service.]*, summarised below.

Builder status on DESI is achieved when a Collaboration member has devoted a total of 60 year-hours/week, equivalent to 30 hours/week for two years, on service tasks for the experiment. These tasks broadly are those that are of service to the wider collaboration or specific Working Group, and are not just what is needed for a colleague's data analysis effort. Such service effort must be agreed by System managers or WG Chairs, who independently determine the effort is needed by the WG broadly. System managers or WG Chairs will be asked by the Membership Committee to validate members' declared effort, as part of that committee's review of Builder Candidates. The information provided by the System/WG validation is provided to the DESI Directorate for final consideration of any approved Candidates. Therefore, it is important that the Membership Committee collect a clear assessment of the service effort by each individual Builder Candidate.

Most tasks in the Project or Systems are directly service tasks. In order to assist in this review by WG co-chairs, we provide some broad examples of types of tasks that are appropriate for service in the WGs. Such tasks could include the following:

- Tool development
- Simulation runs
- Validation exercises
- Managing WGs, subcommittees, task forces, or other broad efforts like MockChallenges or data preparation (eg. WG Chairs)
- Management and coordination of Key Projects
- Sanctioned coordination of data availability with external experiments

For each candidate, please specify the following:

1) Do you agree with the description of tasks that the Candidate declares for their effort?

Please comment on any additions, deletions or modifications you would make.

:

A. Please describe if these tasks were those agreed to in the System or WG as necessary for the global benefit of that group's activities?

:

2) Do you agree with the estimated hours for the service tasks declared by the Candidate? In cases where the Candidate declares effort in more than one System, please explain how their effort in your System compares to their overall estimate (eg. "Candidate A worked approximately half of their declared time in System X." Or "Candidate A appeared to devote a total of 10 hours per year to tasks enumerated as A, B, and C from 2017-2019." There is no need to break it down by year, just an overall summary as clearly by your tasks as possible is appreciated.

:

B. How many total hours do you estimate the candidate devoted for the tasks described in your System/WG? Please use the Candidate's estimate to scale your estimate if that helps your normalization. If the # of declared hours is underestimating or overestimating their effort, please state that explicitly and explain.

:
:

Validation: Please indicate 'Approve' or 'Decline at this Time', by which you declare if you consider that this person's amount of legitimate service warrants consideration for Builder.. _____

DESI MemCom Meeting, 10th August 2021

Timezone: All

Present: Names

Apologies: Names

Agenda

Item #	Topic	Description	Discussion leader
0.	Action item status	Status of action items from last week	Jeff
1.	Pending cases	Updates on cases we are dealing with - Link to spreadsheet: pending memcom updates -	Shaun, Jeff, ?
2.	Processes	Quick review, is everything working? (Just a touch base to see if anyone needs any input for their role.)	Tam Jeff
3.	Database Sponsors	Check new functionality. Can we start updating these now? What does "Active" mean? What do start and end dates mean for each category?	Tam can discuss with Ben later
4.	Database Institutions	Discuss updates Tam found are needed. Can Tam just implement these? (Institution updates tab here, partially complete: https://docs.google.com/spreadsheets/d/14cCqxZgD-v7MNTu6l70lj6TPK2sofN-wEh9mRvU4mgl/edit?usp=sharing) - Some institutions need to be updated based on the info from our update push last year. - In the cases where no IB rep is listed I'm pretty sure the institutional contact should be the IB rep. - No institutions have the "voting institution" box ticked. I presume full member institutions should and I'll check with Greg what RPGs should have.	Tam can discuss with Ben later whether to implement these now.
5.	Database improvements	What should our next steps on the database be? - Effort reporting, needs validation (database needs separate entries for reported and verified effort). Also need summed effort to be easily accessible. - Can expect people want to be CP before applying for jobs, need to be in approval cycle for mid-october IB meeting. Means need to have completed our work by mid-october - Add column to sheets with trac ID? - Needs to be a near-term goal - Getting people to update their info -	Tam Jeff (and all)

6.	Effort reporting	Go through the list of things we need to check and update.	
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Summary of Action Items

Nathalie's comment on following spreadsheets:

agree with all the answers provided by Jeff. Convenors, so far, were only WG chairs. They now also include Key Project convenors in addition.

As for the forms, I sometimes go back to the yearly versions (I do not have the history of how these were vetted - Risa & Daniel might remember). Here's the full list of what I have. The master doc (MemComRev19) should be the same as what you have despite the different link name (I did a quick check and did not see any difference). The others (membership lists) are the undigested (or less digested) yearly versions that have served as input to MemComRev. There are, however, some discrepancies that justify going back to the yearly versions at times. Note also that unfortunately, the 2013-2016 and 2017 forms that I have from either Risa or Bob are very similar but not 100% compatible (data can be missing in either).

Action items from Daniel's review of Effort Reporting:

Triage of non-responses to effort reporting:

*Tamara contact Della Costa and the non-responsive non-builder participants that we know are active. I'll just ask if there's a reason they didn't fill out effort reporting. We have closed the form for this year. Is there any reason we should reopen it for them? Or are we going to be strict and say they're too late for this year, but remember to do it next year?

* Tamara also deal with the four incorrectly-listed-as-sponsored members, I'll check their status and fix those in the database as appropriate (or deal with their lingering provisional status).

* For the list of inactive participants, I will leave that to the spokespeople to discuss with them — along with the list of those that did respond with low service? Then you can inform us if any need to be retired?

Initial triage of participant reported service effort:

* Tamara contact the two who might have claimed FTE to check they input correctly.

* We can leave the set that you "didn't view as a major sore spot" without any action required.

* We (perhaps Gongbo, perhaps one of the service advisors) can look through the tail of high service claims and check whether they're service. We can contact them and try to explain the difference, in a nice way so they don't get any surprises about what they consider service. That's probably best done by a service advisor. If that is too much effort we can make a bulk email with some examples of service and not service that we send to the list of people who over-claimed service.

* The Participants with zero service probably need to be contacted by the Spokespeople rather than us lowly MemCom Chairs, to talk about their contributions. Should we then give the list of names to the working group leads to let them know who to ask for paper reviews?

DJE musings regarding longer-term plans on effort review:

For the high-effort cases:

- After the effort sheets are augmented with tracID, we need to scan through for unit-error entries, then produce a short program to co-add across years and build a usable sheet for CP/Builder review.
- Extract a list of cases that are >30 hrs total (or >20 hrs in 2020) and not already Builders.
- Risa and I as service advisors need to firm up our rubric.
- Inspect the cases
 - Some will be flagrantly high; we will need a strategy to communicate back to these people to get the service regularized.

- Some will be plausible; we will need a strategy to conduct some vetting with WG/L2 supervisors.
- When the high-effort cases are sorted, we should do a quick scan of mid-effort cases to look for claims that are misunderstanding service.

For the low-effort participant cases:

- We have constructed a list of Participants reporting <1 hr/week in 2020, or not reporting.
- We will re-approach those we know are active, in the hopes of completing those reports.
- For the rest, we should discuss in a MemCom meeting and perhaps with the ExecCommittee or SC. Need a mechanism for recording the results of this discussion.
 - Some may simply need a “we’re noticing” nudge, e.g., they’ve been active in the past on a task that has ended so they need to pick up a new one. Pandemic childcare was a factor in some cases; we ought to be sensitive on this.
 - Some have been persistently inactive. They probably need an individual discussion with the MemCom and their IB rep, e.g., is DESI a viable part of their research plan? If not, should they retire? If yes, how can we help them get more engaged?
 - One idea is to supply names to the PubBoard as good candidates to serve as internal referees on publications.

Current database

<https://desi.lbl.gov/desipub/app/Users/index>

Trac users list

<https://desi.lbl.gov/trac/wiki/UserSummary>

Updates list

<https://docs.google.com/spreadsheets/d/14cCqxZgD-v7MNTu6I70lj6TPK2sofN-wEh9mRvU4mgl/edit?usp=sharing>

Older Master doc

MemComRev19:

<https://docs.google.com/spreadsheets/d/1USyITmgIg0BJ4uUHuQqNIx-1XQAEaf34bwTzVvUKo5M>

Documentation on CC and CP cases:

https://docs.google.com/document/d/1RI75F72F_1eJQs63SNd56B6IM0wZZeKBQDTtMwlutsU/edit?usp=sharing

Effort reporting links:

Effort reporting combined master file (made up of the originals below, but not always with every tab)

https://docs.google.com/spreadsheets/d/1AexbzSnyITqQMQ8dR1v_0XFpvGAAx0wSdGuN1bmykQA/edit?usp=sharing

Effort reporting original files (these have been checked to make sure they are the best ones to use)

Effort reporting **2020** (responses) ADDED TO MASTER

<https://docs.google.com/spreadsheets/d/176wwjhZyTFg8pZBw1L0YEthLzplcR4l-senMlyco56U/edit#gid=1412566152>

Effort reporting **2019** (responses) ADDED TO MASTER

<https://docs.google.com/spreadsheets/d/1Q7imtW6P465UW08b4azczJBrnkVSqtwbWqDExtRR9jq/edit#gid=1478899065>

Effort reporting **2018** (responses) ADDED TO MASTER

https://docs.google.com/spreadsheets/d/1caOgTGXw8D4g5E570IKQXKNvBpwG_KaV9A4vpcqw7d0/edit#gid=518667953

D/ Effort reporting **2017** (responses): ADDED TO MASTER (from Risa, this is raw responses & has more rows than B).

https://docs.google.com/spreadsheets/d/1W_NX3XhHycPgg3htQkabrWhalATIO2A48IJ-AyELeQ/edit#gid=1440884128

Effort reporting **2013-2016** (responses) ADDED TO MASTER (this is the raw responses and has more rows than A).

<https://docs.google.com/spreadsheets/d/11kCAZJwACK0nPK80iHuwPhByZ17TkwgCu3PzjhaBfkl/edit?usp=sharing>

VETTED RESPONSES

Bob's summaries of those they vetted the effort reporting for:

A/ 2013-16: ADDED TO MASTER (vetted responses)

<https://docs.google.com/spreadsheets/d/193A0H1YFSMZsYyJu56BCjJJ5s2lnKgvLm1so6BkHN2w/edit#gid=571676210>

B/ 2017: ADDED TO MASTER (vetted responses)

<https://docs.google.com/spreadsheets/d/1zTALhe6WXPV6mOR2sd-6FUqO2fAW-Th8fodDiRlZg/edit#gid=1709229791>

Other links:

Obsolete version of 2013-2016: ~~6/2013-16: REQUESTED ACCESS - Obsolete (only has 56 people).~~

~~<https://docs.google.com/spreadsheets/d/12nEht5er2-N2ilezhok2SCe-A57712eRCINMP92dg/edit#gid=2098997644>~~

2013-2016 form: ~~https://docs.google.com/forms/d/e/1FAIpQLSc10Biz47a8QPvUok_ATXC_SdCnm1uQty2XXth6cEc25Wkag/viewform~~

Action	Description	Person in charge	Due date
Trac IDs in effort reporting spreadsheets	See if Tam's admin can do this	Tam	Done
Add links to important documents and folders to top of notes	We also want links to the folders for CC and CP, sheets for effort reporting, etc. Basically: all the useful links we have to dig through emails for.	Jeff	Done
Ask Michael how to hire a temp	Need a way to hire someone on temp basis for data entry work - Or someone's high school kid?	Jeff and Tam	Used Tamara's assistant Hayley for this
See if we can have URLs in database	What was this for again?	Ben	
Check non-reporting people to see who we need to push	See what cases need attention, people who ought to report	Daniel Eisenstein	Done
Add functionality to sort new members table by date		Omar?	

Add tracID unique tag to all years of effort reporting sheets.	We need to get these sheets into a state that can be merged. Eventually that will be the DB, but we discussed that we might do a simple CSV-based python merge in order to support CP application solicitation and vetting for this fall's job season (deadline circa end of Sept).	Perhaps Tam's admin can help, but if not we need work here.	Done
Figure out which effort reporting sheets are to be used.	There can be only one (per year).	Jeff	Done
Reopen effort reporting and send one last personalized nudge to some participants.	There are 6-10 participants who haven't yet responded that we expect a) were active, or b) are new-ish so that we'd like to reinforce good habits. Perhaps personalized emails will help.	??? to reopen the reporting. Daniel to send emails (unless someone else is selected)	1 week

Link to DESI MemCom updates spreadsheet

<https://docs.google.com/spreadsheets/d/14cCqxZgD-v7MNTu6I70lj6TPK2sofN-wEh9mRvU4mgI/edit?usp=sharing>

Database interface improvements possible:

- When adding a date you need to click twice on the "save" button to save it. (Anytime you add a date.) You can actually click anywhere outside the text box for the first click, then that makes the save button live for the second click. But it is not at all obvious that it hasn't been saved after clicking once. This will be a common user error.
- The date also auto-fills to a random date and kicks you out after entering the first number (e.g. the 2 in 2021). It sometimes takes several attempts to get it to accept the date you want.
- Is it possible to add functionality that will let us change the details for a user (e.g. their sponsor, position, and institution) on their user page? Those three are visible on the User's page (see screenshot attached), but to actually change them (e.g. change someone from a PhD at one institution to a postdoc at another) you have to currently follow this 23 step process that visits 12 different webpages:

1. Find them on the user list.
2. Click their name to get to their page and check their current details.
3. Click on the Graduate student link to go to the list of graduate students.
4. Add an end date to the Graduate student.
5. Click on the "Positions" drop down menu.
6. Click on the "Postdoctoral Fellow" option to get to the list of postdocs.
7. Add them as a postdoc.
8. Find their name on the list of postdocs and add a start date (remembering what date you added to end their graduate student tenure).
9. Click on the "Sponsors" drop down menu.
10. Click on the previous sponsor's name.
11. Add an end date to the sponsored member in the sponsor's list.
12. Click on the "Sponsors" drop down menu again.
13. Click on the new sponsor's name.
14. Add the student to the new sponsor's list.
15. Add a start date to the sponsored member in the sponsor's list.
16. Click on the "Institutions" drop down menu.
17. Click on the old institution's name.
18. Add an end date to the member on the old institution.
19. Click on the "institutions" drop down menu again.
20. Click on the new institution's name.
21. Add the member to the new institution.
22. Find the user's name and add a start date at that new institution.
23. Click on the user's name and check that you did that all correctly... at the moment if you've done it correctly the old position information has disappeared, but their old affiliations are visible. We want to make it so their old positions are visible too.

DESI MemCom Meeting, 27th July 2021

Timezone: All

Present: Names

Apologies: Gongbo Zhao

Agenda

Item #	Topic	Description	Discussion leader
1.	Effort reporting	Debrief from effort reporting: what lessons have been learned from this go-round that we want to remember next time? (Gongbo not available.) Notes: Effort reporting is closed. We do need final numbers per institution. Need to compare reporting rates to last time. 280 reported last time, 482 this time. Daniel: There are some obvious people who should report and did not. There are also participants on the list of who didn't report who are under-active. IB _may_ declare for the future that builders don't need to report, but it sounds like that wasn't officially passed.	Tam
2.	Continuing, retirements, etc.	Next steps from effort reporting: CC, CP, sponsor changes, etc. what institution changes and retirements do we need to deal with? - Trac sets current institution based on email, so may not be accurate. Hard to do in automated way. But we do need to distinguish current institution for everyone. Could be a job for an hourly undergrad. - Proposal: set start date in 1975 for every automatically-ingested institution - Getting sponsor information from Trac may be a little difficult as need to match name of sponsor in Trac to name of sponsor in DB. Tamara has volunteered to match lists. -	Shaun and Francisco
3.	Builders	Next steps from effort reporting: Builders. What are the new builder cases? How should we incorporate service advisors into the review - Potential student job: compile past effort reporting into one table/spreadsheet, then ingest into DB	Bob, Daniel, Risa
4.	CC and CP	Updates to CC and CP processes (recent IB policy change). How	Shaun, Jeff,

	changes	should we record our votes and keep an accurate list — hopefully database with the history recorded will help, but we also need links to to documentation. - CCs now require MemCom to inform IB - CPs now require confirmatory vote by IB - Proposal: add documentation in docDB for each CP - Add formal letters based on previous emails, and copy in DocDB - Letter should remind them of the ongoing work they promised. New letter for existing CPs - Trac can then link to DocDB too. - We will need to look at effort reporting to see who did it (once list is clean) - We will need to see if CCs should be sunsetted. Supposed to review annually. - Contact everyone who is CP, say we are going to formalize, ask them to send us the email or whatever they received	Tam, Michael Levi
5.	Database	Review status of database and plan next steps. How is the new member form working out? - Bug: when people enter proposed hours in form, when they click submit, it is filling in zero - Axel send examples to Ben? Ben wants to watch someone do it. - Highest priority right now: label people as sponsors, get Participants and CPs labeled as valid sponsors. Can happen this week.	Ben, Omar, Axel, Francisco
6.	CC + CP cases	Update on open CC/CP cases - 1 CP vote ready soon: Ting-Wen Lan - 1 CC just contacted - Sarah E was wrong in DB - Once there's a sponsor set up can we do automated emails to sponsors of people who didn't report? - Can we get info on last trac access? It's there in trac, not DB right now	Shaun
7.	Provisionals	Update on open provisional cases - Recent applications needing service review: Flavia Sobreira, Yuan-Sen Ting, Jiaxin Han, Daniel Gruen (institution change) - Recently revised applications needing review: Alis Deason, James Rich, Zhimin Zhou - Waiting for revisions based on feedback: Courbin, Jablonka, Revaz, Zheng	Jeff
8.	Database	Question: Should all members be able to see all other's email addresses? Should they be able to download the membership list	Tam

		as a csv?	
9.		Any other business? - Meet again in 2 weeks	

Database issues Tam noticed today:

Pending changes are still waiting on DESI MemCom Updates 2020

<https://docs.google.com/spreadsheets/d/14cCqxZgD-v7MNTu6l70lj6TPK2sofN-wEh9mRvU4mgl/edit?usp=sharing>

Every sponsored member should have a sponsor. At the moment I cannot see how to add a sponsor when one is missing. e.g. https://desi.lbl.gov/desipub/app/Users/edit_user?uid=835 should have sponsor Mariana Vargas. We should also make an alert when sponsored members don't have a sponsor, or when sponsors have too many sponsorees. Can we do that in bulk from Trac, or do we need to enter it manually?

On <https://desi.lbl.gov/desipub/app/Users/index> the "Sponsor" column is blank. I checked that sponsor information is in some of the individual's records. However, as I mentioned above, most of the sponsor information is blank and that needs to be updated.

On e.g. https://desi.lbl.gov/desipub/app/Users/edit_user?uid=71 when I click "Palmese, Antonella" under "Sponsored Users" I get "Invalid path /desipub/app/Users/..Users/edit_user". The correct link is:
https://desi.lbl.gov/desipub/app/Users/edit_user?uid=407

Workflow updates:

Need to be able to add sponsors.

On the "Edit user" page. What do each of the start and end dates refer to... e.g. for Affiliations, is it the person or the institution? If you click on the institution it looks like it takes you to edit the start and end dates for the institution, not the individual.

Summary of Action Items

Action	Description	Person in charge	Due date
Check non-reporting people to see who we need to push	See what cases need attention, people who ought to report	Daniel Eisenstein	Not done 8/10
Cross-match sponsors	Match sponsor list in Trac to names in DB	Tam	Done
Identify current institution for people who did effort reporting	Make sure institution from reporting shows up as current	Francisco	
Update sponsors list	Update list of eligible sponsors in DB	Ben	Not done 8/10. Development

			needed before load into production, maybe by 8/17
Add effort reporting capability into database	Add effort reporting fields in database (vetted hours and unvetted hours?)	Ben	Omar has expressed interest in doing this.
Get trac id for each person in effort reporting	Need to add as a column in each spreadsheet to facilitate ingest into database. - Do we need to fix cases where people entered the wrong sort of # (e.g. percentages) before ingest?	Temp?	
Ask Michael how to hire a temp	Need a way to hire someone on temp basis for data entry work - Or someone's high school kid?	Jeff and Tam	Not done as of 8/10
Check if Omar is on the mailing list	Check if Omar is on the mailing list - Ben added Omar and Liz	Ben	Done (and fixed)
Documentation on CPs	Compile existing documentation in google doc, by person	Jeff	https://docs.google.com/document/d/1RI75F72E_1eJQs63SNd56B6IM0wZZeKBQDTtMwIutsU/edit#heading=h.zeqcjl6hqsza (Done)
Review documentation on CPs	Assess current CP status	Daniel	Done
Ask what to do about David Silva	Email Michael, spokespeople and former spokespeople to ask what to do about Silva	Jeff	Done, but need to push again.

DESI MemCom Meeting, 8/9 June 2021

Timezone: All

Present: Jeff Newman, Tamara Davis, Shaun Cole, Gongbo Zhao, Axel de la Macorra, Ben Weaver, Francisco Castander, Liz Buckley-Geer, Risa Wechsler, Omar Ruiz, Daniel Eisenstein

Apologies: Names

Agenda

Item #	Topic	Description	Discussion leader
1.	Updates	Updates from each MemCom member about their roles	
		Database Very close to ready to use the DB for new members. Tweaking email that goes to new members. Should we get this announced at the collaboration meeting? Yes! Need to add to the form: start date for graduate work (so can track who should be doing service) Currently working in a 'scratch' version of new member form, will need to do a unification of current Trac and current DB when switch.	Ben and Liz
		New Members: 167 new members in last 6 months! Some lingering cases without a membership form filled out. Plan: ask them to fill out new form once it is live.	Axel
		Effort Reporting Daniel: Need to make sure effort reporting institution corresponds to places with MOUs. May want to ask current institution vs. sponsoring institution? Track that in DB?	Gongbo
		Sponsored members Will be many institution changes to handle after effort reporting is done	Francisco
		Continuing Will need to process retirements from effort reporting. Already is underway! Completed CP for Changhoon Hahn . Graziano Rossi case is almost ready, needs feedback from Daniel Eisenstein, two are close to ready for service advice. ~10 people being chased, but don't have strong cases for CP. Note (Daniel): CC is only for projects that are announced. People have to have announced projects/papers to protect their status. Remind people of this!	Shaun

		Participants	Jeff
		Hayley updates on MOUs, wiki Should try to do wiki updates before meeting	Tamara

Summary of Action Items

Action	Description	Person in charge	Due date
Announce new member form	Announce change in membership form (and that participants will need to share a password, etc.) at the collaboration meeting. Should this happen in the spokesperson talk or Michael Levi's?	Tamara + Jeff	6/14
Add grad start date to new member form For postdocs need to know when finished their PhD	Add to new member form: start date for their graduate program (for graduate students only), as well as PhD date for postdocs Check edit permissions for MemCom / admin members for the DB	Ben Weaver Liz Buckley-Geer	6/13
Get new members who haven't done memform to do so	After new form is live, get lingering set of people who have applied for Trac accounts to fill out new new member form	Axel	6/21 ?
Figure out what to do about people with different sponsoring institution from current institution		all	Next meeting?
Figure out how to handle people who are both retired and builders in the databases		Get Feedback from Daniel/Risa/Michael Levi?	

DESI MemCom Meeting, 06/7th April 2021

Timezone: All

Present: Jeff Newman

Apologies: Gong-bo Zhao

Agenda

Item #	Topic	Description	Discussion leader
1.	Effort reporting	Gong-bo report on progress toward getting effort reporting ready. • Limit institution list to participant institutions (including continuing participants), i.e. anyone who can sponsor students. Cross-check against Trac. [Daniel] • Add a follow-up question. "If you are a continuing collaborator, select "other" and list your new institution." [Gong-bo] • Move the following questions to the first page, and change the wording to be: ○ "Have you moved institution since the beginning of 2020?" ○ Academic level (wording doesn't need updating) ○ If you academic level changed (wording fine) ○ Sponsor (wording doesn't need updating) ○ Add: "Who are you sponsoring? (Note that effort on supervision of sponsorees on service tasks can be considered service effort.)" ○ If you are a graduate student in the first three years of your grad program... ○ (Keep "Did you join in 2020 or 2021 on the second page.) • Change "Untilted Section" to "Service Reporting" • To the DESI Working Groups, Committees etc... ○ Change question to "...significantly active with..." ○ Add "Equity, Diversity and Inclusion Committee" • Typo in definition of service: This is in more detail in the DESI membership policy.-> This is described in more detail... • Operations plan L2 items: ○ 3.2 Telescope & Site ○ 3.3 Observing Operations ○ 3.4 Instrument Operations ○ 3.5 Survey Ops & Validation ○ 3.6 Data Management • I think we might want to prepend 1.2...1.9 to the Project WBS items. And postpend WG to the Working Group labels.	Gong-bo Actions: Jeff, Tamara, Gong-bo to do these efforts.

		• If you are uncertain... contact the DESI Membership Committee Service Advisors (Risa, Daniel). • For the "Briefly describe the DESI service effort that you were most involved in the year 2020" question add "(A few sentences per major activity.)" • Under "Total DESI Effort" change the quoted "Total time on DESI" to "Total DESI Effort". • Add a section "DESI Science Effort" before "Total DESI Effort". Note that Total DESI Effort should equal Service+Science. •	
2.	Continuing	Who has past examples of documentation so Shaun has more templates of what needs to be done? • Make some wording on the form to say "Give enough information that it can be validated." (Better wording!) • Get Bob to send examples of buildership applications, which should be similar to the kinds of things needed.	Shaun
3.	Database	Updates from Ben and Liz • Might be getting assistance. • Finishing up another project will free up some more of his time. • Need to sync project and publications data, along with user data, into development database. Then make that the new production database and work on tasks there. • As soon as we can do that then we can start using the membership form in the new database.	Ben and Liz
4.	Updates	Everyone list the cases they're working on, and whether any need help or acceleration.	Everyone
5.	Wiki	Discuss where we are at with updating the wiki	Everyone
6.	Checking MoUs	Do we want Hayley to look through all MoUs and check they are up to date?	Tamara

Summary of Action Items

Action	Description	Person in charge	Due date
Update Effort Reporting form	See above	Gong-bo, Jeff, Tam	This week
Examples of service descriptions	Get Shaun some previous examples.	Bob (Jeff to ping)	This week
Database help	Ben to chat with volunteer to see if they are appropriate. Tam to check whether their service is already at a level where they might	Ben, Tam, (and Shaun for effort level check)	This week

	make continuing participant if they do this extra effort.		
Updates	Everyone write their updates on Slack since we ran out of time	Everyone	Today
Wiki	Everyone post their wiki page drafts on Slack so Tam can pull together.	Everyone+Tam	Today+this week
Check MoUs	Check participants listed on MoU are accurate w.r.t. Those on Trac and make clear filenames to show which is the latest MoU.	Hayley	This month

DESI MemCom Meeting, 23rd Feb 2021

Timezone: All

Present: Jeff, Ben, Tamara, Shaun, Axel, Gongbo, Francisco, Risa, Daniel

Apologies: N/A

Agenda

Item #	Topic	Description	Discussion leader
1.	Updates	Updates from each MemCom member about their roles. What we need to do on database, wiki, etc. for peoples' roles	Jeff + Tamara
1a.	Participants Update	Contacted many people. Some haven't responded after many responses, so probably need to retire them. Have three cases in the process right now who are ready to take to the IB meeting this week. Ben Weaver, Aaron Meisner, Camile Avetruz	Jeff
1b.	Effort reporting update	Gong-bo has made the effort reporting form, very similar to last year with one extra question asking them if they have changed academic level. https://docs.google.com/forms/d/1Yi0m1gSpp1E5OyUQ6fOFyY34X9QGU-LuyKu9kENldTo/ Do we want punitive measures for people who don't fill out the effort reporting form? Yes... but exactly what isn't clear... withhold travel funding if they haven't done it? We think that has already been approved by IB but never implemented. Even better, just send personalised emails to those who have not responded, that gets a much better uptake. Postscript: We will wait for the service examples to be completed by Risa and Daniel before making this public. That probably pushes due date back to end of April.	Gong-bo

1c.	Continuing update	Shaun has updated wiki with flow-chart, and links to “forms” which are currently wiki pages. These will hopefully become something that will interface with the wiki page. We need to look into interfacing that with the database, but workload means that Ben can’t do it immediately. Look into recruiting someone new to help or easing Ben’s other workload so he can do it. Shaun has contacted everyone on the updates list. Has two completed forms Graziano Rossi, Changhoon Hahn. A couple of others said they should be retired, he will put those on the updates spreadsheet for Tam to implement. Others in progress. Some still need chasing. David Silva in process.	Shaun
1d.	Service advisor updates	Need to look into defining more clearly what constitutes service for things that are in the grey areas. E.g. Survey design, working group infrastructure.	Daniel and Risa
1e.	Database updates	Need to merge code back into the trunk of the system and do some updates Liz has made. Finding time to do that has been difficult. Current step involves coordinating with Liz. Need to reduce Ben’s workload if we want to make this happen.	Ben
1f.	Sponsored updates	A couple of cases, under control. Had prepared a new form for moving institutions, similar to Shaun’s above. Waiting to implement that.	Francisco
1g.	New membership updates	Chased many people. Got responses to everyone except one. Made some pages in the public page. Now they have to fill out the membership form before they get Trac approval.	Axel
2.	Status of Updates spreadsheet?	We want to move away from using the membership updates spreadsheet and toward relying on the database to record people’s transitioning states and make sure nothing gets missed. While waiting for the database we can still use the updates spreadsheet but it is now everyone’s task to keep their own areas updated. If you don’t want to use the spreadsheet for your part then that’s fine, as long as you have a good way of keeping track of who is in which state.	Tam

Summary of Action Items

Action	Description	Person in charge	Due date
Vote on Participant cases to take to IB	Share docs with MemCom so we can vote on the three cases to take to IB	Jeff	Today
Take cases to IB	Take the resulting recommendations to IB	Jeff	Friday

Update institution list on effort reporting form	Go on to Trac and get updated list, then make that a dropdown list on a new form (replace the old form).	Gong-bo	End Feb
Make suggestions for effort reporting form	Gong-bo has prepared form (see link above). What further edits do we want for this year?	Everyone, send to Gong-bo	Two weeks (but preferably sooner)
Make what constitutes service examples	Write some test cases, then evaluate each other's cases. Will make Google doc.	Risa and Daniel	Two weeks
Retire continuing	Retire those who have told us they should be retired.	Shaun and Tam	Friday
Vote on continuing	Get votes from MemCom on two continuing cases. Graziano Rossi, Changhoon Hahn.	Shaun + everyone	Friday
Arrange for Ben to have time to do DB work	Contact Michael and/or talk at IB about giving Ben some reprieve from other tasks so he can work on database	Jeff and Tamara	Friday
Find someone to help with database	Contact Liz for suggestions in the first instance.	Jeff, Tamara, Ben, Liz	Asap. Tam has emailed Liz.
Make new forms for some of the processes	Shaun and Francisco have prepared new questions for forms for continuing and sponsored, but they are just on the wiki at the moment. Wait two weeks to see if we can get help with database, if we can, then make forms in the database, if not, make Google Forms.	Shaun, Francisco, Others as needed	Wait two weeks. Reassess timeline.
Rationalise MoUs on wiki and make them easy to find	Make a consistent naming scheme and/or list of latest MoUs on a spreadsheet so they are easy to find and it is clear which is the most recent.	Hayley?	Couple of months?

DESI MemCom Meeting, 12th/13th January 2021

Timezone: 5am Brisbane

Present: Axel, Ben, Daniel, Francisco, Jeff, Michael, Risa, Shaun, Tamara, Hayley Valiantis

Apologies: Names

Agenda

Item	Topic	Description	Discussion
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#			leader
1.	Membership updates	Update on progress of implementing changes requested by institutional representatives. Including outstanding cases.	Tamara
2.	Database plans	Brief discussion of what is needed to get the database up and running Notes: Need to copy updated Trac info to DB, issues are limited time of Ben and Liz to work on this. 'Will get that done when we can'. 'Matter of finding several days to code', currently higher-priority things related to commissioning and SV.	Ben, Tamara
3.	Effort reporting	Brief discussion of how we will implement effort reporting for 2020.	Tamara (Gong-bo)
4.	Participant cases	Discuss the six cases Jeff has circulated. • David Alexander • Becky Canning • Simone Ferraro • Mustapha Ishak-Boushaki • Paco Kitaura • Marcelle Soares-Santos See email from 11th January 2021 for link to google drive with the documents.	Jeff

Summary of Action Items

Action	Description	Person in charge	Due date
People with no membership form	Tam contact Axel to make sure he knows what to do with project staff	Tamara, Axel	Today. Done.
Follow-up on corrections needed	Shaun to do continuing, Axel to do people with missing info, Jeff to do provisionals, Francisco to do sponsored cases.	Shaun, Axel, Francisco, Jeff	One month (mid-Feb)
Continuing/sponsored	Oxford entry needed in DB for Eva-Maria Mueller	Francisco, Ben	Fast to implement, so this week? (15 Jan)
Improve processes	Shaun to make forms for Continuing applications, Francisco to help with form for sponsored members changing institution (probably very similar to current membership form), Axel to help with New Membership instructions. This includes improving the wiki pages. Does not yet include interfacing with database, but that will be a future step.	Shaun, Francisco, Axel	One month (mid-Feb)

Check Trac entries	Ping Institutional Contacts to re-check their institutions.	Tam	Decided to delay until we have the database so there aren't too many unactioned changes.
Vote on 6 participant cases	• David Alexander • Becky Canning • Simone Ferraro • Mustapha Ishak-Boushaki • Paco Kitaura • Marcelle Soares-Santos	Jeff	Tomorrow (14 Jan)
Bring participant cases to IB board		Jeff	Friday (15 Jan)
Effort reporting	Get the process going for 2020. Probably won't integrate directly into database at this point, but try to get it as easy to enter into the database.	Tamara + Gong bo + Bob	By end of January
Check actions	Check all the actions in the "corrections needed" tab that are marked "yes" have actually been actioned. Risa noticed one that hasn't.	Hayley	Today (13 Jan)

Instructions for editing someone's institution and email address in Trac:

1. The email address for the Trac account needs to be updated: <https://desi.lbl.gov/trac/admin/accounts/users>. Always select "Skip new email verification" when doing this. Leave the password fields blank; do not let your browser try to fill those in (this is particularly common on Safari).
2. If the person is still subscribed to email lists using any other email, then *all* emails need to be listed here: <https://desi.lbl.gov/trac/wiki/PhoneList>
3. Add the Trac username to the Participants group: <https://desi.lbl.gov/trac/admin/general/perm> (and remove them from Provisional if they are making that transition).

DESI MemCom Meeting, 24/25th November 2020

Timezone: All

Present: Names

Apologies: Names

Agenda

Item #	Topic	Description	Discussion leader
1.	Action items	Check off action items from last time	Tamara
2.	Database	Progress update from Ben and Liz Notes: All of the ones that were marked DB and grouped together have been actioned, or they've explained why they weren't action. Now working on the membership form (https://desi.lbl.gov/desipub-devel/app/MembershipForm/form) See Ben's email. New membership coordinators need to decide on some small details. (Length of box.) List of working groups and tasks, we decided that was good as it is. Need to set up a unique username and password for new members page (or sanity check question to ask). Need text for a landing page. 'Have a wiki page with the password, have a link on landing page with the link to that page, send a DESI member to that page to access the password'.	Ben and/or Liz
3.	Trac Updates	How are we going with checking updates, and how should we implement them? Notes: Get institutional contacts to check their members' entries. Given them a ~week for that. Proposal: Set an hour to work through any remaining items. See action items.	Tamara
4.	More help	Hayley (Tam's assistant) may help with some things.	Tamara

Summary of Action Items

Action	Description	Person in charge	Due date
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Make an Update form	Make an update form (e.g. for continuing members or moving institution or updating their service contributions). Only make them fill out a form when really needed. For easy things we can let people change their details in the database. Decide what we need alerts on: - Change of institution. - Change of sponsor. - Change of name. - Change of level (e.g. becoming faculty). No alerts needed for: - Change of service description? - Change of email.	Ben, Jeff, Sean	January
Nutshell document	Update Membership in a Nutshell document	Jeff, Tamara	January
New member form security	Text for landing page/wiki page with new member password.	Jeff, Tamara	Two weeks.
Provisionals Form	Cut and paste definition of service from Builder document into Provisionals form	Jeff	This week.
Sub-meetings	Start organizing sub-committee meeting	Jeff, Tamara	Next week
Trac changes	Set up a time for lingering Trac changes	Ben, Tamara	Next week (before collab meeting)?
Inst Contacts Check Trac	Give institutional contacts a chance to check Trac updates have been implemented correctly	Tamara	During collaboration meeting week, or week after
Database upload	Import Trac data into database	Ben	By Christmas

DESI MemCom Meeting, 28/28th October 2020

Timezone: All

Present: Axel, Daniel, Jeff, Kyle, Michael, Nathalie, Risa, Shaun, Tamara

Apologies: Gong-bo

Agenda

Item #	Topic	Description	Discussion leader
0.	Record?	Are people happy if we record this meeting for the benefit of the	Jeff and Tam

		MemCom members not present today? Yes!	
1.	Welcome new MemCom Members	Delighted to have you! And thanks to the outgoing members. Notes: Wiki page about the Membership Committee: https://desi.lbl.gov/trac/wiki/ManagementPages/MembershipCommittee	Tam and Jeff
2.	New roles / meeting times	Discuss transitioning to new roles, and splitting the MemCom into two groups so we can focus on a narrower range of tasks while having telecons in convenient time zones. The general split we propose is: • One group (Asia+US) involved in building and maintaining the database, including effort reporting. • One group (Europe+US) involved in transitioning members through various states, from new member, continuing, provisional, retiring. Notes: See https://docs.google.com/spreadsheets/d/1SP_DiEXnJVbALrAtL7O52VsVoSkWr57BdDsTBroc7Tc/edit#gid=1789721890 for proposed new roles, and update your time zone there. See https://docs.google.com/presentation/d/1oT1XUN9d8uOQbvfqMVBd1nbqjl8VQhEgww4YtfOJlw/edit for flowchart of member statuses 'Sponsored members' role is new. Handles changes for sponsored members who have been onboarded (e.g. adding their service after 1 (postdoc) or 2 (grad student) years, handling changes of institutions.) May act as backup for new members role.	Jeff and Tam
3.	Organise hand-offs	Individual discussions between people who previously did the role and those who will be taking it over, along with either Tam or Jeff to explain new elements of each role.	Tam and Jeff
4.	Trac Updates + new database	We are now about 95% complete in responses from institutional contacts and 295 changes have been requested. Discuss how will we implement these and on what timescale? For the record Tam's message posted on Slack is below. (Remember to check the institution list and participant numbers.) As a possible timeline to discuss: • Aim to get most of these updated on Trac in the next two weeks? • Anything that can not be resolved in that time be put on a list of pending items. I expect it to be a couple of dozen things. • Transfer everything to the new database. Ben and Liz, how would you like to input the data? And is this ready for us to do? (Do you need admin assistance?)	Tam

		Notes: See https://docs.google.com/spreadsheets/d/14cCqxZgD-v7MNTu6I70lj6TPK2sofN-wEh9mRvU4mgl/edit#gid=1045640442 for the changes needed.	
5.	Plans for next meeting	Prepare a list of action items for each of us for the next meeting	All
6.	Other business		All

4. Trac Updates: Tamara's Message from Slack, October 24th:

Hi MemCom!

It is time to implement the Trac changes that the institutional contacts requested of us. We're still waiting on a few, but we're 90% complete now, so let's get cracking.

On the "Corrections Needed" tab of this spreadsheet in Column D:

<https://docs.google.com/spreadsheets/d/14cCqxZgD-v7MNTu6I70lj6TPK2sofN-wEh9mRvU4mgl/edit?usp=sharing>

I have organised the changes into groups for each of the different membership committee roles to tackle:

- Check (3 cases): Ask MemCom at the next meeting.
- Contact (14 cases): I have already contacted them to ask about their new details (mostly when people have moved institutions).
- Continue (14 cases): People who are in an unstable position and probably need to apply for continuing if they want to stay in DESI.
- DB (39 cases): Changes that I think are easy and don't need checking, so should just be implemented (DB for Database). Ben agrees that we should wait for the new DB for this.
- New (22 cases): People missing membership form information, or needing to apply as new members. Not clear if all of these need to be completed; some may be inactive now.
- Participant (19 cases): People we've been told to make Participants, but this status needs checking.
- Provisional (12 cases): People who either are provisional, or we think need to go through the provisional process.
- Retire (161 cases): People who should be retired. Risa has been confirming these; nearly done.

Ben notes that many aspects of Trac DB need to be changed in the new database, not on Trac.

Unsure what "Research Staff" means. Do we need this classification? No one on the call could specify a use. Seems like we should remove this and make the classes conform to the sponsorship classes in the Bylaws. So the sense is that we should remove this, which means looking at each case and correctly reclassifying them.

Builders approvals: going well for the hardware/project side, but there's a backlog on the "science analysis foundational" work. Hard to judge the effort reporting. May need to move with some urgency about CP cases that might arise circa February with job decisions.

[@Regina Demina](#) Can you please check the continuing cases, and if any have not already applied for continuing status, contact them to check that the information we've been given is correct and ask whether they would like to apply for continuing status?

[@buckleygeer](#) [@weaverba137](#) Can you please action the DB list? (Everyone feel free to have a quick look over this to check everything looks correct.)

[@janewman_desi](#) Can you please request the missing membership forms from those that are missing, and contact the people we've been told should be new members?

[@fjcastander](#) Can you please check the people we've been told should be participants? If they are not already clear participants we may need to contact them to go on the provisional list, or their status may have been misunderstood by the institutional contacts. Let's chat about these before we contact them.

[@evam](#) Can you please check the people listed as provisional? If any aren't already provisional we should contact them about their status. Let's also chat about these before we contact them.

[@risa](#) I know you've already started checking the retirees, can we action those now?
As you go, please record your actions on the spreadsheet in columns E-G so we can keep track.

From Ben:

Some of the changes requested cannot be made in Trac, because the data comes from the New Membership form, which is a Google spreadsheet that is separate from Trac. This is effectively raw data and I would be reluctant to change it. It would be better to make sure that Sponsor information is updated in the new database, and simply live with the Sponsor information as reported in Trac. As far as I am aware, we have no other timestamped record of sponsor information, so if we want timestamps on sponsor information in the new database, we have to preserve the original data source for this information. The status (graduate student/postdoc/professor) is also recorded only on the New Membership form.

Summary of Action Items

Action	Description	Person in charge	Due date
Record meetings?	approved!	Tamara	N/A
Make sure you are OK with your proposed role, and update your time zone at https://docs.google.com/spreadsheets/d/1SP_DiEXnJVbALrAtL7O52VsVoSkWr57BdDsTBroc7Tc/edit#gid=1789721890	Members should all review their proposed assignments and time zones to help finalize potential telecon slots, etc.	Everyone	10/30?
Handover meetings	Arrange meetings between every new role with the old roles (and Tam and/or Jeff). * Provisionals: @evam and @fjcastander talk to @janewman_desi. (Francisco would discuss any Participant cases that are unclear on the membership updates list.) * Continuing+Retirements: @Regina Demina and @risa talk to @shauncole. * New Members + Sponsored: @Axel and @fjcastander talk to @janewman_desi. * Effort reporting: @gongbo and @Tamara Davis talk to @eusebio. * Participants: This gets subsumed into the scaffold team, mostly @Tamara Davis. It would be good to talk to @rkehoe and @fjcastander about the current list of participants, and talk through the	Everyone	Next 1 week.

	new list Francisco made from the MoUs of how many participants each institution is allowed and check that against Bob's database list.		
Check the updates listed in the spreadsheet at https://docs.google.com/spreadsheets/d/14cCqxZgD-v7MNTu6l70lj6TPK2sofN-wEh9mRvU4mgl/edit#gid=1045640442	Updates that need to be made to Trac (retirements, sponsor changes, etc. etc.)	Each MemCom role does their role.	Next 2 weeks
Perform the updates required in the spreadsheet https://docs.google.com/spreadsheets/d/14cCqxZgD-v7MNTu6l70lj6TPK2sofN-wEh9mRvU4mgl/edit#gid=1045640442		Ben and Liz	
Take list of retiring participants to the IB		Risa	Next IB meeting
Builder candidates	Check the list that remains under consideration before papers start coming out.	Bob	Next 2 weeks
Invite to slack channel		Tam	Quickly Done!
Expedite applications for new slate of leaders	Expedite the applications of people who have been nominated to leadership roles but are in unstable membership status.	Eva + others (Tam to check)	ASAP
Online documentation	As people get rolling in their new roles, please note if the instructions online are up to date and adequate. If not we need to update the documentation so please keep notes of what we need to update and/or just update it!	Everyone	During first week, and then becoming first priority after database done.

DESI MemCom Meeting, 30th September 2020

Timezone: All

Present: Robert, Benjamin, Francisco, Regina, Nathalie, Michael, Axel, Adam, Eva-Maria, Tamara

Apologies:

We had a meeting but forgot to take minutes. Each member presented the status of their tasks, then we talked about the updates to the database.

DESI MemCom Meeting, 16th September 2020

Timezone: All

Present: Adam, Axel, Ben, Bob, Eusebio, Eva-Maria, Francisco, Jeff, Liz, Michael, Tamara

Apologies: None

Agenda

Item #	Topic	Discussion notes	Discussion lead
1.	Validation of Trac	Tamara sent an email to Institutional Contacts to get them to update the User Summary on Trac using this spreadsheet: https://docs.google.com/spreadsheets/d/14cCqxZgD-v7MNTu6l70lj6TPK2sofN-wEh9mRvU4mgl/edit?usp=sharing Hardest part of that was getting the institution list and contacts updated. RPG institutions now each have a contact in the desi-contacts email list. Tamara will talk to IB meeting about this on Thurs/Fri and next week will email to members to get them to check their own records and contact their representative if something needs fixing. This week Tamara will work with Risa to validate the list to retire, and action that. Ben and Liz will work on actioning the other corrections needed.	Tamara
2.	Database updates	Liz is working on tweaks to the database structure. We agreed the following are what is needed right now: • Hiding non-DESI institutions in institution list. A person has an affiliation, that is where the publication list is made from. So we need all the institutions in the list, but on the page showing “DESI institutions” we don’t show them. • Add a column that shows how many Participants an Institution is allowed to have. And a column showing how many it has, to check for consistency. RPGs will be difficult because the participant slots are shared between them. • Add institutional contacts for RPGs.	Liz and Ben
3.	Builders	Builder candidates: • Laurent LeGuillou - voted yes unanimously. • Juergen Schmoll - voted yes unanimously. • Luke Tyas - voted yes unanimously. • Steve Ahlen - voted yes unanimously.	Bob
4.	Service in working groups	Bob has made a new unified form that can be used to validate service for Provisional, Continuing, and Builder applications.	Bob

		Includes questions about whether the service was agreed on in advance.	
5.	Provisionals update	One month deadline is now over. 3 want to continue. The rest are being retired. Eva has passed those on to Risa. Discussed whether they have been contacted sufficiently, answer is yes. We should ensure they get an email when retired (Eva to check that happens). One lingering case to take to IB this week. Bob	Eva-Maria
6.	Effort reporting update	Eusebio will close the bonus effort reporting in one week, 20th September 2020. Then we can consider if anyone has moved over the builder threshold.	Eusebio

Summary of Action Items

Action	Description	Person in charge	Due date
Update Trac retirements	Action retirements listed on "Corrections Needed" tab of the updates spreadsheet.	Tamara and Risa	22 Sept
Update Trac other	Action the rest of the list of "Corrections needed"	Ben and Liz	One week (24 Sept) for the easy ones, longer for complicated things.
Check Participants	Confirm Participant list is accurate. Write summary of unclear cases to bring to Michael. Also check Participants listed in RPGs and that the RPG institutions are correct on the spreadsheet listed in point 1 above.	Francisco	24 Sept
Database updates	Hide non-DESI institutions in institution list. (Or other way to make it easy to see DESI institutions, while still enabling people to have their appropriate affiliation on papers.)	Ben and Liz	One month?
Database updates	Add two columns to list of institutions: - How many Participants are approved for that institution - How many Participants they have. (For RPG institutions just put total RPG quantity for all.)	Ben and Liz	One month?
Database updates	Add institutional contacts for RPGs	Ben and Liz	One month?
Builders	Take builder recommendations to IB and	Bob	18 Sept

	change their status if approved.		
Service in WGs	Update the new unified form	Bob	24 Sept
Provisionals	Check that retirees get email letting them know they've been retired.	Eva	24 Sept
Provisional case	Finalise Chien-Hsiu Liu case. Eva summarise discussion and send to Bob. Bob take to IB.	Eva and Bob	18 Sept
Effort reporting	Look for new builder candidates once effort reporting closes	Eusebio	End of September

DESI MemCom Meeting, 8/9th September, 2020

Timezone: All

Present: Names

Apologies: Names

Agenda

Item #	Topic	Description	Discussion leader
1.	Populating the Database	First priority for September. A couple of aspects of the database that need action, but can be done separately. 1. Populate the database. 2. Implement workflows. Ben, Liz, and I decided to aim to get the database essentially populated by the end of this month. The first step of the process actually involves something that Bob discussed at the meeting, namely getting all the institutional reps to update their information for their institution in Trac. We proposed giving a two-week deadline to do that. Require an active check before we ingest into database (this is a stick). Then in late-September Ben and Liz will ingest the Trac info into the database. Step by step validation by MemCom also required. After some sanity checks we would then ask individual collaboration members to double check their own entries. This then gives us the database to use, and we can work on the workflows and forms needed to transition people between states and keep the info updated. Before starting, though, I wanted to check whether there are unactioned items the MemCom needs to action first.	Tamara

2.	Rearrangement of MemCom Roles	How can we make running of the MemCom more efficient? Bob's description of existing roles and responsibilities is here (you should all have access): https://docs.google.com/document/d/12K-Et61QP_UYntc5LtERkqvRxWXCwpYI5-9P68wKDxQ/edit?usp=sharing Tam, Jeff, and Bob's thoughts on potential rearrangement of roles is here (I'll explain this during the call): https://docs.google.com/spreadsheets/d/1SP_DiEXnJVBaLrAtL7O52VsVoSkWr57BdDsTBroc7Tc/edit?usp=sharing	Tamara
3.	Refreshing	Should we invite some new people into MemCom and let others cycle off?	Tamara
4.	Communications	Should we open a Slack channel?	Tamara
5.	Decide on next telecon	Next telecon could be subset of members for specific task, and Tam talking to each MemCom member individually.	
6.	Other business	Anything else?	All

Discussion

1. Populating the database.

Bob: Validation is necessary. We need interfaces to the database that make validation possible.

Ben: Interfaces should exist and be sufficient (can search on relevant items and download csv if needed).

Others: We need to get started, even if things aren't perfect.

Action for coordinators: Update their role's info in Trac.

Action for Tamara: Contact institutional coordinators to get them to update their institution's info. Give them the visual to remind them what the membership status/level can be.

2. Rearrangement of MemCom Roles

Current tasks do not require same effort, some unbalance of work load.

Proposal to re-arrange tasks (in spreadsheet

https://docs.google.com/spreadsheets/d/1SP_DiEXnJVBaLrAtL7O52VsVoSkWr57BdDsTBroc7Tc/edit?usp=sharing).

Tam described new proposed tasks.

- Transitions sub-group to interact with members as they pass through different states (New Member, Provisional->Participant, Continuing, Retirements, Builder).
- Maintenance sub-group to keep database up to date, do admin tasks, run effort reporting etc...

In transitions sub-group there's a new class of role called "Service Advisor", who will help people figure out what service is relevant and prepare their documentation well. That means there will be two MemCom members to help each person go through changing membership status in DESI -- the person in charge of that stage plus a service advisor.

Delay transition until DB is up and running.

Q: responsibilities have two columns? Answer: those are two different options, we'll just have one for each person.

Bob: Service Advisor can help the process. Good to write down their "job description".

Tam: Yes, Bob's MemComOrg document with description of current tasks will help make sure we don't miss anything as we rearrange to new roles.

3. Renew the membership in the committee?

Let Tamara and Bob know if you'd like to move to a different role or transition off the committee.

Daniel: Good opportunity now to know if new people want to join.

Bob: Most have already been in the committee for a while.

Tamara: we could accommodate soft transition with "light" tasks for people who will retire.

Action: Nathalie include MemCom in call out for volunteers for committees.

4. Slack channel

Channel already created.

Are people happy to use it? General yes, but some aren't on Slack yet.

We need to maintain records of decisions/discussions.

5. Next telecon?

Bob: still ongoing things, so prefer that we have our "regular" slot meetings. We can add extra ones if needed.

We can re-visit best time in October.

Summary of Action Items

Action	Description	Person in charge	Due date
Update Trac	MemCom check that their latest info is all in trac	Axel, Francisco, Eva-Maria, Regina, Risa.	ASAP
Check Trac	Institutional representatives check that Trac is accurate, post corrections to a Google Doc. (Note, Tam to take Inst. Contact from MemComRev tab "IC Assignments".)	Tamara to ask Institutional Reps and chase when not responding.	~2 weeks, 25 September (chase after 1 week).
Finalise institutional entries in DB	Check with MemCom on outstanding cases, if they are not resolved ask IB to look at them.	Ben	~1 week, 18 September.
DB Design	Rearrange how the IB and Institutional Contacts are recorded, so it is easy to change contacts and you can have at-large-IB-representative responsible for several institutions.	Liz	~1 week 18 September.
Import Trac info into database	After Tam gives go-ahead that Inst. Contacts have checked Trac, import into database.	Ben+Liz	End of September
Check DB	Each coordinator responsible for particular roles checks the database import has been successful.	Axel, Francisco, Eva-Maria, Regina, Risa, Bob.	First week of October.
Check DB again	Email collaboration and get everyone to check their individual entries.	Tamara	Start in 2nd week of Oct.
Call for new members	Ask for volunteers who would like to join MemCom	Nathalie	Send this week, due date 1 month?