

DM Leadership Team Meeting 2014-11-13 and 14

Date

13 Nov 2014 -14 Nov 2014

Attendees

- [Unknown User \(tim\)](#) (representing [Unknown User \(suzanne\)](#))
- [Amber Boehnlein](#) (representing [Jacek Becla](#))
- [Unknown User \(ciardi\)](#)
- [Andy Connolly](#)
- [Gregory Dubois-Felsmann](#)
- [Frossie Economou](#)
- [Margaret Gelman](#)
- [George Helou](#)
- [Mario Juric](#)
- [Jeff Kantor](#)
- [Simon Krughoff](#)
- [Unknown User \(rlambert\)](#)
- [Kian-Tat Lim](#)
- [Kevin Long](#)
- [Robert Lupton](#)
- [John Swinbank](#)
- [Unknown User \(lisa\)](#)
- [Unknown User \(xiuqin\)](#)

Goals

- Quarterly face to face meeting of DM Leadership Team (DMLT).
- Refer to LDM-294 for charter of the DMLT.

Logistics:

The meetings will be held on the 4th floor of the Keith Spalding Building in Room 410.

For those who have never been here previously, I have [attached a campus map](#) with the building marked with a red oval. The address of the building is 1200 East California. I have also marked closest place to park; there is an underground parking garage (actually under the baseball fields). I have marked the pdf map with white arrows. There are parking ticket machines in the garage as you come down the ramp and go to the right. The doors on the Keith Spalding building are only unlocked on the EAST side of the building. These are double glass doors that open automatically. So if you find yourself at a locked door, you are likely on the West side of the building.

There is also an interactive online map at

<http://www.caltech.edu/content/campus-maps>

The Keith Spalding Building is Building Number 6 on the maps.

Coffee and a light breakfast will be provided; lunch will be order in

Dinner on Nov. 13, at 6pm at:

Fu-Shing Chinese Restaurant: 2960 E Colorado Blvd, Pasadena, CA 91107

(626) 792-8898

Agenda

Wednesday 12 November 2014				
S ta rt	E nd			
1: 30	5: 00	LSSTZTTB	Coffee brought in	
Thursday 13 November 2014				
8: 00	8: 30		Breakfast and Coffee	

8:30	9:00	Jeff Kantor/Mario Juric	New People Introductions	
9:00	9:30	Jeff Kantor/Mario Juric	DM Project Update (staffing/hiring)	DM Status.pdf
9:30	10:00	Jeff Kantor	DM Global Partners Update (IN2P3, Brazil)	(same as above)
10:00	11:00	Frossie Economou	Science Quality and Reliability Engineering (SQuaRE)	
11:00	1:00	Jeff Kantor	DM Organization (including TCT, SAT, decision process)	DM Construction Organization 20140909.pdf
1:00	3:00	Jeff Kantor/Mario Juric/KT Lim /Frossie Economou	Lunch brought in: DM Agile Software Development process for DM Managers	
3:00	4:00	David Ciardi/Xiuqin Wu	SUI KickOff	SUI Kickoff Slides Coffee brought at 3pm
4:00	5:30	Mario Juric/K-T Lim/Jeff Kantor /Team Leads	W15 Plan and Status, Overview of and Progress against LDM-240	LDM-240 20141111-outlined.xlsx
	5:30	Adjourn		
	6:00		Group dinner - Fu Shing	

Friday 14 November 2014

8:00	9:30	Gregory DuboisFelsmann/K-T Lim /Mario Juric/Frossie Economou	Breakfast and Coffee - Unified Project-wide Computing (should we support it, Software development, IT support)	
9:30	11:00	Jeff Kantor/Kevin Long	Earned Value, Cost Accounting, Progress Reporting Training, JIRA - PMCS process	W15 Status.pdf DM EV Oct 2014.xlsx Jira Template-10-30-2014.xlsx
11:00	12:00	Tim Axelrod/David Ciardi	Web front ends (tools, deployment, ownership, for developers, for the project, for users)	
12:00	2:30	Jeff Kantor/Mario Juric	Discuss dates/location for DM AHM Feb 2015	Follow up Topics: <ul style="list-style-type: none"> • Risk Register/Review • ComCam Design Document assignments • DM Sizing Model in annual infrastructure sub award, DAC sizing/costing, future iterations /direction • National Research Council comments on Future of NSF Advanced Computing • US-VOA invitation
	12:30	Meeting Adjourn		
1:00	3:00	Jeff Kantor/Mario Juric/KT Lim (others welcome)	Meet with new IPAC staff	

Discussion items

Time	Item	Who	Notes

Action items

- ☒ Unknown User (ciardi): Define what a DAC is, come up with template agreement. Reassigned to David Ciardi as part of action to coordinate update/refresh of Data Access White Paper document-537331 Mar 2015
- ☒ Jeff Kantor , Mario Juric, Kian-Tat Lim: Update LDM-294 based on Mario's push-down-decisions proposal along with the escalation path. 12 Dec 2014

- ✓ Mario Juric: Define product ownership and delegation thereof. 12 Dec 2014
- ✓ Unknown User (xiuqin), Unknown User (ciardi): Investigate BSD 3-clause license instead of GPL. 12 Dec 2014
- ✓ Jeff Kantor , Mario Juric, : Investigate JIRA roadmap feature; reimplement LDM-240 as an export. 15 Jan 2015
- ✓ Margaret Gelman: Work with Donald Petravick and Kian-Tat Lim to understand needs and responsibilities for NCSA epics/planning. 12 Dec 2014
- ✓ Coordination standups remain on Tuesdays and Fridays at 11 PT unless Unknown User (xiuqin) or Margaret communicate they have unavoidable conflicts. 21 Nov 2014
- ✓ Gregory Dubois-Felsmann, Kian-Tat Lim Send pointers to camera software documentation to Don for use in security planning. 20 Nov 2014
- ✓ Frossie Economou: Rename DM Dev Support HipChat room.
- ✓ Kian-Tat Lim, Mario Juric, Jeff Kantor: Define if/when Frossie has to speak to others while experimenting with tools. 01 Dec 2014
- ✓ Gregory Dubois-Felsmann: Complete "standards" report and issue personal recommendations. 09 Jan 2015
- ✓ Victor Krabbendam: After receiving Gregory report, work on communication an processes. Clear up concerns stemming from Gregory's work. 30 Jan 2015
- ✓ Unknown User (xiuqin)xii: Plan in epics up to 3 months long with stories up to 20 story points long. Understood that IPAC personnel velocity may be low due to sharing with other projects. 15 Jan 2015
- ✓ Mario Juric: Decide if requesting (but not requiring) input of actual story points for bugs is acceptable. 15 Jan 2015