DMCCB#1 (2019-01-15)

Location

Browser	Room System	Phone Dial-in
https://bluejeans.com/761546516/	1. Dial: 199.48.152.152 or bjn.vc 2. Enter Meeting ID: 761546516 -or- use the pairing code	Dial-in numbers: • +1 408 740 7256 • +1 888 240 2560 (US Toll Free) • +1 408 317 9253 (Alternate Number) Meeting ID: 761546516

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Time

From 12.30 to 13.00 PT, Tuesday January the 15th.

Attendees

- Wil O'Mullane
- Unknown User (gcomoretto)
- Leanne Guy
- Tim Jenness
- Margaret Gelman
- John Swinbank

Regrets

- Kian-Tat Lim

DMCCB Meeting Goals

- See DMCCB responsibilities listed in LDM-294 section 7.4 (see also changes in https://ldm-294.lsst.io/v/RFC-561/index.html)

First DMCCB (kickoff meeting)

- Agree on Responsibilities as per LDM-294:
  - Determine when deliverables (controlled documents and software) are of sufficient maturity and quality to be baselined (placed under configuration controlled status) or released.
  - Review and approve/reject proposed changes to baselined items - any LCR must go through the DMCCB
  - Review and approve/reject proposed changes to the planned releases and their content
  - Review all RFCs and and approves 'flagged ' RFCs
  - Monitor DM Jira issues status (in support to the monitoring activity done by J.Swinbank)
  - Ensure that the DM Technical Baseline (LDM-xxx) documents follow LSST and DM configuration control processes
  - Monitor and approve DM software releases
- Agree on Membership as per LDM-294:
  - Core members:
    - DM Project Manager (or deputy)
    - DM Subsystem Scientist (or deputy)
    - DM System Engineer (DMCCB chair)
    - DM Operations Architect
    - Software Architect
    - DM Configuration and Release Manager (DMCCB Secretary)
  - Optional Members (involved when topics require their expertise):
    - Pipelines Scientist
    - Science Pipelines / Interface Scientist
    - T/CAMs

Discussion Items

Item	Description	CCB Notes
New Baselined Items	• LDM documents • Products in the product tree	

Changes to Baselined Items	• LDM-294	☐
Changes to the planned releases	• 17.0 planned for end of 2018, shifted at the beginning of 2019 • LDM-564 need to be updated	
Review / approve RFCs	Should we add a new status: "Ready for CCB" • Proposed / Flagged RFCs key summary ⚠ Jira project doesn't exist or you don't have permission to view it. View these issues in Jira • 66 RFCs in status Adopted	
Monitor Jira issues status	Support to J. Swinbank monitoring activity • 3526 Unresolved DM issues • the 10 oldest (last Updated in 2016 and 2017) per priority: ◦ ⚠ DM-10001 - Jira project doesn't exist or you don't have permission to view it. Blocker, last updated 2017/04/25 ◦ ⚠ DM-9085 - Jira project doesn't exist or you don't have permission to view it. Blocker, last updated 2017/10/02 ◦ ⚠ DM-10209 - Jira project doesn't exist or you don't have permission to view it. Blocker, last updated 2017/10/02 ◦ ⚠ DM-303 - Jira project doesn't exist or you don't have permission to view it. Critical, last updates 2016/03/03 ◦ ⚠ DM-965 - Jira project doesn't exist or you don't have permission to view it. Critical, last updated 2016/03/08	

	◦ DM-5739 - Jira project doesn't exist or you don't have permission to view it. /04/08	Critical, last updated 2016
	◦ DM-4531 - Jira project doesn't exist or you don't have permission to view it. /10/12	Critical, last updated 2016
	◦ DM-9742 - Jira project doesn't exist or you don't have permission to view it. /03/08	Critical, last updated 2017
	◦ DM-9980 - Jira project doesn't exist or you don't have permission to view it. /04/10	Critical, last updated 2017
	◦ DM-11879 - Jira project doesn't exist or you don't have permission to view it. /09/11	Critical, last updated 2017

Meeting outcome

Wil O'Mullane chaired the meeting, explaining the intention to have a body smaller than the DMLT, that requires a smaller quorum to take decisions.

The DMCCB reviewed the list of core members

- No objections have been raised
- There is the need to identify a time in the week where all core members can participate

  - [x] Kian-Tat Lim revisit doodle poll to see if there is any way to make it work 18 Jan 2019
  - [x] Leanne Guy revisit doodle poll to see if there is any way to make it work 18 Jan 2019

- The DMCCB will be chaired by Tim Jenness
- The DMCCB will meet weekly, and skip if there are no agenda items

The DMCCB reviewed the the proposed responsibilities. Some small changes have been made:

- Agreement has been reached that DMCCB core members will monitor all RFCs and ensure that the ones relevant for the DMCCB are flagged (changes to LDM documents, API changes, data model changes)
- For all proposed LCR to the LSST CCB, an RFC shall be submitted and approved by the DMCCB before submission of the LCR

- [x] Unknown User (gcomoretto) update LDM-294 to describe cases for which an RFC needs to be flagged (LDM docs, API and DB Schema changes). Update deprecation policy in dev guide/ and state which RFC needs to be flagged to be consistent with LDM-294 22 Jan 2019
- [x] All DMCCB core members to ensure that they agree with all proposed responsibilities. 22 Jan 2019

Task report

Looking good, no incomplete tasks.