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| **Meeting:** | Technology Coordination Board (TCB) |
| **Date and Time:** | Mon 17 June 2013 – 10:00-15:35 CE(S)T |
| **Venue:** | Face to Face, Amsterdam |
| **Agenda:** | <http://go.egi.eu/TCB-19> |
| **Minutes prepared by:** | <<Full name>>, <<institute/affiliation>> |

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# Participants

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Surname | Abbr. | Representing | Membership | Presence |
| <<Full name>> | <<FN>> | <<Institute, job title>> | <<TCB membership>> | <<Yes/No>> |
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# MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting were circulated via email and approved.

## Minute taking rota

The following table indicates, in order of appearance, the duty to take minutes in the TCB. For each TCB meeting the minute taker moves her/his name to the end of the table including the TCB meeting number. Only members of the TCB, except the chair, have the duty to take minutes.

|  |  |  |
| --- | --- | --- |
| Name | Affiliation | Last TCB minutes |
| Helmut Heller | EGCF |  |
| Mariusz Mamonski | PSNC |  |
| Steven Crouch | EGCF |  |
| Peter Solagna | EGI.eu |  |
| Tiziana Ferrari | EGI.eu |  |
| Ales Krenek | EGI DMSU, CESNET |  |
| Tomasz Piontek | PSNC |  |
| Gergely Sipos | EGI.eu |  |
| John Gordon | STFC |  |
| Stuart Pullinger | STFC |  |
| Balasz Konya | Nordugrid |  |
| Zdenek Sustr | EGI DMSU, CESNET |  |
| David Wallom | OeRC |  |
| Bernd Schueller | FZ Juelich |  |
| Cristina Aiftimei | INFN |  |
| John White | CERN |  |
| Andrea Ceccanti | INFN |  |
| Patrick Fuhrmann | dCache.org |  |
| Michel Drescher | EGI.eu | TCB-19 |
| Christian Bernhard | dCache.org | TCB-20 |

# ACTIONS REVIEW

Note: Actions were reviewed at the end of the meeting (see agenda); however it is recorded here for continuation of the minutes structure.

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# AGENDA BASHING

No changes to the agenda were proposed

# ITEMS OF BUSINESS

# AOB

## AOB 1

## AOB 2

## Date of next meeting

A doodle poll will be circulated post-meeting.

With no further items of business to discuss, the TCB-19 meeting concludes at 15:36 CEST.

# OPEN ACTIONS

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# Guidelines for minute takers

These guidelines do not constitute a formal part of the minutes of the meeting. They are solely included in this template to guide minute takers in how to use the template to produce minute documents of comparable quality.

Everything that needs to be changed is marked in this template in yellow; at times that includes entire sections, or just text snippets. The following to-do list covers all marked items in order of appearance:

1. **Date and Time**  
   Update date and time as indicated in the sample text, i.e.:
   1. Three-letter day of week, numeric day of month, full month name, four-digit year
   2. Start and end time as scheduled, in 24-hour format
2. **Agenda**  
   The Agenda is provided using Indico, and an EGI short link provided through the TCB mailing list. Update the number as appropriate.
3. **Minutes prepared by**Provide your full name (first name, last name) and your affiliation as per MoU.
4. **Document footer**  
   Double-click the document footer and update date and meeting number as appropriate.
5. **Section1 – Participants**   
   Provide the full list of participants (use previous minutes as example)
   1. **Name and Surname** – simple first name and last name suffice.
   2. **Abbr**. **–** Two-letter abbreviation using the initials of first name and last name (e.g. “JD” for “John Doe”. Add as many subsequent lowercase letters of the surname to prevent clashes, e.g. “JDe” for “Jane Deliverable”. Try being consistent with existing abbreviations.
   3. **Representing** – The institute or other affiliation.
   4. **Membership** – Indicating formal membership
      1. **In attendance** – Anyone can attend (e.g. being invited) but has no influence
      2. **Member** – a fully affiliated member, e.g. through a signed MoU.
      3. **Member (deputy)** – a deputy of another member representative.
   5. **Presence** – None-present are not recorded except for EGI.eu EGI.eu members are expected to be present or deputised.
6. **Section 2.1 – Minute taking rota**  
   Take your row (name, affiliation and last TCB minutes) and move it to the end of the table, adding/updating the TCB meeting for which you are recording the minutes. TCB membership changes are usually minuted; these will cause an update of the template.
7. **Section 3 – Actions review**  
   Copy here the actions from section 7 of the minutes of the previous meeting. Add to each action the relevant update in the “Description” column. Update the status as decided during the meeting (e.g. “CLOSED” or “OPEN”).
8. **Section 4 – Agenda bashing**  
   This section usually does not need update. In case it does, briefly record the changes here.
9. **Section 5 – Items of business**  
   This section comprises the core of the minutes. When preparing for taking the minutes, add here subsections for each topic announced in the agenda that are not administrative (e.g. agenda bashing, minute acceptance, actions review, etc) or any other business.  
   Inline with the text add cross-references to any actions that were generated during the meeting and recorded in section 7 of the minutes (see below)
10. **Section 6 – AOB (Any other business)**  
    Record here every topic discussed as an individual subsection. The only standing AoB topic is the date of the next meeting. Usually, this will be done through a doodle poll. Otherewise, record here the agreed date of next meeting.
    1. **Meeting conclusion**  
       Update the meeting number to the current meeting number, and record the exact time at which the meeting concluded (and not the planned time, which is given in the document header)
11. **Section 7 – Open Actions**  
    Copy here any open action that remained from the actions review in the beginning of the meeting (i.e. with status “OPEN”, and add any new actions (with status “NEW”) that were generated, as follows:
    1. **ID** – Use the meeting number and a running action number, e.g. 20/01 for the first action generated at TCB-20, 20/10 for the 10th action at TCB-20, and so forth.
    2. **Resp**. **–** The responsible individual, using the abbreviation of the person as assigned in section 1 (Attendance)
    3. **Description** – Brief description of the action. References in section 5 (Items of business) provide the context within which the action was generated. This column is also used to record any progress reporting during the actions review (section 3 Actions review)
    4. **Status** – for new actions generated in the minuted meeting, the status is always “NEW”.
12. **Remove this section (“Guidelines”)**.
13. **Update the Table of contents**  
    Select all text in the document (Ctrl-A, or Cmd-A on Apple PCs), right-click and select “Update Field”. Select “Update entire table” for the Table of Contents.