Mantid PMC Meeting  
Minutes of Meeting 5  
3rd April 2014, 1500-1700 (ISIS) 1000-1200 (SNS)

Present: Garrett Granroth, Jon Taylor, Nick Draper, Anders Markvardsen (Secretary), Thomas Proffen (Chair), Sean Langridge, Toby Perring

Apologies: Galen Shipman, Stuart Campbell (TSC chair)

# Actions from last minutes

Actions 4.2-3 completed.

Action 4.1 rephrased from “create delivery plan based on requirement list” to “Create a format for a maintainable and user presentable delivery plan to discuss at PMB”. Work has been done on this, but exposing a delivery plan to users, a format for this should be agreed by the PMB, which 1) is maintainable and 2) have the right level of details for users. At present a “what we aim to fit into next release plan is presented to users at the start of each development cycle”.

# PM report

The PM report presented is available from <https://github.com/mantidproject/documents/blob/master/Project%20Management/PMB/PM%20report%20to%20the%20PMB%2003%20April%202014.doc> .

Here only added comments not already available from the PM report.

Concerning path releases. These have been identified to often be caused by a requirement to update/add an Instrument Definition File (IDF) or associated parameter file. A design from the TSC for automated IDF updates has been finalised and is planned to be implemented for this release. This should reduce the number of future path releases.

It was agreed to not support 32 Bit Windows from the next release.

It was agreed to add support for Windows 8.1 as soon as is reasonable possible.

It was commented that noticeable developer time has been spend on getter Paraview to work on Windows/Mac platforms. I was decided to continue this discussion via email.

**Action ND to email more details on why paraview is not working on Win/Mac to PMB members.**

The proposed Governance model, <https://github.com/mantidproject/documents/blob/master/Project%20Management/PMB/Mantid%20Governance%20Model.doc> , was discussed in detail.

**Action ND to email updated Governance model around for comments and approval**.

TP was elected chair 30th Nov 2012. According to the one year rota of the chair election of new chair is due at next meeting.

In discussion of the proposed release dates it was decided

* To expand the release process to cover two weeks, allowing a full week for beta testing followed by a week for fixing any bugs. As more facilities join it will be impossible to schedule releases within mutual shutdown periods of all facilities. Having one full week of beta testing gives more flexibility for instrument scientists/users to find a time where they can test a beta release.
* Release on a 4 month basis instead of 3 month basis. This fits in better with a two weeks release process and the project at this stage.

In this context deployment was discussed.

* Some linux systems are set up to auto update Mantid. The PMB recommendation, in the anticipation that release dates will no longer fall in convenient days before a cycle, is that the dates for installing Mantid on instrument cabin PC’s are kept separate from Mantid release dates.
* To have two releases of Mantid installed at the instrument cabin PC’s, the current and previous (i.e. in addition to nightly build etc).  This would allow users to roll back or forward between releases. TSC to discuss best ways of during this.

**Action ND to propose new release dates and feed information from this meeting back to TSC.**

# AOB

None.

# Next Meeting

In about 3 month.

# New and Ongoing Actions

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| 4.1 | Work on a suggestion for a format for a maintainable and user presentable delivery plan | ND |
| 5.1 | To email more details on why paraview is not working on Win/Mac to PMB members | ND |
| 5.2 | To email updated Governance model around for comments and approval | ND |
| 5.3 | To propose new release dates and feed information from this meeting back to TSC | ND |
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# Completed Actions

Completed actions will remain in this list for one meeting then will be removed.

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| 4.2 | email suggestion for dates of next joint SSC meeting | ND |
| 4.3 | email to Mantid standards/terms document for discussion | ND |
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