Mantid PMB Meeting  
Minutes of Meeting 2  
15 March 2013, 1500-1600

Present: Jon Taylor, Nick Draper, Nigel Chown, Anders Markvardsen (Secretary), Mark Hagen, Thomas Proffen (Chair), Galen Shipman

Apologies: Sean Langridge, Robert McGreevy, Toby Perring

# Matters arising from the minutes and actions

The minutes of the last PMC meeting were accepted. Completed actions: 1.1, a report on Open Source Governance was distributed by the PM prior to this meeting suggesting an alternative to the current two-way agreement. 1.2, steering committee meetings took place after last release. 1.3, Torben Nielsen from ESS/McStas visited the Mantid team at ISIS 5th-7th Feb 2013 to start work on making Mantid/McStas work better together. Action 1.4 covered as part of this meeting.

# PM report to the PMB

The PM report to the PMB was distributed before the meeting.

<https://github.com/mantidproject/documents/blob/master/Project%20Management/PMB/PM%20report%20to%20the%20PMB%2013%20March%202013.doc?raw=true>

It was mentioned that none of the main project documents had been updated.

Development progress was briefly discussed, for a summary see report.

**3. Mantid governance**

PM report on Open Source Governance Models was discussed,

<https://github.com/mantidproject/documents/blob/master/Project%20Management/PMB/Report%20on%20Open%20Source%20Governance%20Models.doc?raw=true>.

A suggestion for a Neutron software collaboration was brought up, governed by a facility board at the top level and a number of project management boards below (one PMB for each facility if I understood this correctly).

**Action ND+MH expand on PM’s Open Source Gov doc and distribute around as appropriate**

It was further suggested that the above expansion should include a discussion of scientific advisory committees, and text similar to that used in the existing MOU for the requirement of a facility to join the collaboration.

# Purpose of Scientific Steering Committee (SSC) meetings

Section 6 of the PM report to the PMB was used as a basis for this discussion.

The current purposes of the scientific steering meetings are to inform about fixes/new features and to gather short/medium/long term requirements. This structure served a useful purpose at the early stages of the Mantid project.

It is suggested to change the scientific steering meetings to focus only on gathering medium and long term requirements from scientists, and to hold a separate meeting following a release to inform about new features to complement release notes, and that short term requirements are dealt exclusively through users submitting bug reports or by grabbing the attention of a Mantid team member.

Medium and long term requirements gathered from SSCs may be feed up a level to identify common scientific requirements across scientific groups.

A number of ideas were suggested for organising this in more detail. Suggestions included: hold one SSCs meeting once a year to get the requirements beyond the next release. A scientific steering community chair.

**Action ND+JB+MH+others to work on doc for new purpose of SSCs. This action may be done as part of action 2.1**

# Commonalities between scientific strategies ISIS/SNS

Status at ISIS is to submit project initialisation report and to investigate options to work with the scientific computing department (SCD), where the funding model of SCD is different from the funding model of ISIS.

At SNS, reference was made to the CAMM project and the question as to what extend facilities should support existing software critical to facility users.

**Action MH+JT to write 1-2 page report listing software critical/important to SNS/ISIS users**

# AOB

None.

# Next Meeting

Aim is for date in June.

# New and Ongoing Actions

|  |  |  |
| --- | --- | --- |
| 2.1 | Expand on PM’s Open Source Gov doc and distribute around as appropriate | ND+MH |
| 2.2 | To work on doc for new purpose of SSCs. This action may be done as part of Action 2.1 | ND+JB+MH+others |
| 2.3 | write 1-2 page report listing software critical/important to SNS/ISIS users | MH+JT |
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# Completed Actions

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

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| 1.1 | To look further into alternatives to a three-way agreement | ND |
| 1.2 | To contact ESS/McStas staff to see if there is something we can help with | ND+AM |
| 1.3 | To arrange scientific steering meetings to take place following release | ND |
| 1.4 | To look into arranging a meeting to continue discussions on commonalities between scientific strategies ISIS/SNS | ND+MH |
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