**Mantid PMB Meeting  
Minutes of Meeting 13**

**27th May, 2016 1000-1100**

Present from SNS: Garrett Granroth (GG), Peter Peterson (PP) (TSC chair), Thomas Proffen (TProffen), Timmy Ramirez-Cuesta, and Wenduo Zhou (secretary)

Present from ISIS: Debbie Greenfield, Nick Draper (PM), Pascal Manuel

Present from ESS: Jon Taylor (JT)

Present from ILL: Mark Johnson

# Links to reports

[www.github.com](http://www.github.com) is used for version control of documents. Note that when clicking on a link to a Word document, in most browsers, you will then need to download the document by clicking the ‘Raw’ button to the left of the ‘History’ button.

|  |  |
| --- | --- |
| Minutes from last meeting | <https://github.com/mantidproject/documents/blob/master/Project-Management/PMB/Minutes/PMBMinutes13thMarch16.docx> |
| PM report | [https://github.com/mantidproject/documents/blob/master/Project-Management/PMB/PM report to the PMB 27 May 2016.doc](https://github.com/mantidproject/documents/blob/master/Project-Management/PMB/PM%20report%20to%20the%20PMB%2027%20May%202016.doc) |
| Technical Steering Committee (TSC) report | https://github.com/mantidproject/documents/blob/master/Project-Management/TechnicalSteeringCommittee/meetings/2016/TSC-meeting-2016-05-10.md |

# Changes to the PMB

There is no change to PMB.

# Minutes from the last meeting

The status of the on-going actions was updated and discussed.

**8.8 Diffraction documentation**

It is not ready yet (GG).

**9.3 Upgrade to Qt5 after next release of ParaView**

Qt3 support is still required for plotting in MantidPlot.

**9.5 Look into next generation of IDF.**

The in-memory version has progressed. The file format has not been determined (PP).

**10.5 Constitution of Mantid**

Road map is ready. It waits the result from ESS and SNS (ND).

**11.1 Finalize and socialize the 12-month plan**

**11.4 Contact Mark Johnson regarding joining the project formally**

ILL has joined the project. Mark Johnson is in PMB committee now.

**11.5 Discuss about shifting PMB chair and secretary off cycle**

This motion is agreed by PMB members.

# PM Report

ND presented PM report to PMB. He reported the tasks that were completed in release 3.6 and 3.7, the stakeholder plan, risk register and Mantid release 4.0.

According to GG and PP, release 3.6 was not at an appropriate time for SNS, while release 3.7 was more popular. If release 3.8 is not scheduled at the same time as target change, SNS might skip this version.

Besides, PMB also discussed about the usage of Mantid.

The document can be found at [https://github.com/mantidproject/documents/blob/master/Project-Management/PMB/PM report to the PMB 27 May 2016.doc](https://github.com/mantidproject/documents/blob/master/Project-Management/PMB/PM%20report%20to%20the%20PMB%2027%20May%202016.doc)

# Technical Steering Committee (TSC) report

PP presented the TSC report.

The document can be found at https://github.com/mantidproject/documents/blob/master/Project-Management/TechnicalSteeringCommittee/meetings/2016/TSC-meeting-2016-05-10.md.

# Mantid Project review

PMB discussed about the requirements for the external reviewers for Mantid project and financial compensation to the reviewers. It is agreed that the reviewers should have neutron scattering background. The review objectives may include software, project management, scientific delivery and Mantid’s 5-year plan.

The candidates for the reviewers were discussed. It is agreed that each facility, including ESS, ISIS, ILL and SNS, will select 2 candidates. SNS proposes Thomas Caswell (BNL) and Simon Billinge (Columbia/BNL).

# Other facility news

No news from other facilities

# AOB

None

# Next Meeting

Next PMB will be hold in 4 to 6 weeks. The outcome of the doodle poll set the next PMB on August 9th, 2016.

# New and On-going Actions

|  |  |  |
| --- | --- | --- |
| 8.8 | Drive the adding of Mantid training material for powder diffraction in 2-3 months. The training material will be published on web. | GG, TP |
| 9.5 | Look into next generation of IDF | Stuart Campbell |
| 10.5 | Constitution of Mantid | ND |
| 11.1 | Finalize and socialize the 12 month plan | ND |
| 11.2 | Organize Mantid review documents and list of possible reviewers | JT, PP, GG, 1 from ISIS |
| 11.3 | ISIS will come up with a name for the SSC chair | Debbie, Toby |
| 12.1 | Add Mantid project review to agenda | WZ |
| 12.2 | Send an email to circulate candidates of the reviewer for Mantid | WZ |

# Completed Actions

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

|  |  |  |
| --- | --- | --- |
| 9.3 | Upgrade to Qt5 after next release of ParaView | ND |
| 11.4 | Contact Mark regarding joining the project formally and if ILL would like to involved in the review | JT |
| 11.5 | Discuss about shifting PMB chair and secretary off cycle in next PMB meeting | GG, WZ |
| 11.6 | Schedule next Mantid meeting on May 13th, 2016. | WZ |