Mantid PMB Meeting  
Minutes of Meeting 11  
13th March 2016, 0900-1100

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

Present from ISIS: Ross Stewart (RS), Toby Perring (TGP) (Chair), Debbie Greenfield, Nick Draper (PM), Pascal Manuel and Anders Markvardsen

Present from ESS: Jon Taylor (JT)

# 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.

There is no new TSC report for this PMB meeting.

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| Minutes from last meeting | https://github.com/mantidproject/documents/blob/master/Project-Management/PMB/Minutes/PMBMinutes22ndJan16.docx |
| PM report | <https://github.com/mantidproject/documents/blob/master/Project-Management/PMB/2016%20strategic%20prioritization.docx> |
| Technical Steering Committee (TSC) report | https://github.com/mantidproject/documents/blob/master/Project-Management/TechnicalSteeringCommittee/reports/TSC-PMB-report-2016-01-22.md |

# Changes to the PMB

Jon Taylor has been elected to be the new PMB chair.

Pascal Manuel replaces Ross Stewart as the ISIS Mantid project scientist.

Wenduo Zhou remains to be the PMB secretary. GG suggested shifting PMB chair and PMB secretary off cycle.

# Minutes from the last meeting

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

**10.1 Elect new PMB chair**

Jon Taylor is elected the PMB chair.

**10.2 Elect new PMB sectary**

It is decided that Wenduo remains to be the secretary.

**10.3 Elect interim SSC chair among PMB member**

Steve King is on the short list and will be reached.

**10.4 Decide external reviewers**

It was discussed. Details can be found in session 8 (external review).

**10.8 Research how to do external review**

This topic was discussed. Details can be found in session 8 (external review).

# PM Report

ND presented PMD strategy resourcing 2016, which are about the strategy aims as the 5-year strategy, widespread aims and tactical tasks.

The document can be found at <https://github.com/mantidproject/documents/blob/master/Project-Management/PMB/2016%20strategic%20prioritization.docx>.

The full road map can be found at

https://docs.google.com/spreadsheets/d/1vjZ-vQpwa4FehvVHEPo8IXFbI8T1JMzfAWQ0xOsUrqM/pubhtml#

# Technical Steering Committee (TSC) report

There is no report from TSC.

# Other facility news

No news from other facilities.

# Scientific steering committee meeting

The candidates for interim SSC chair were proposed and discussed. Steve King will be reached as being nominated. TProffen suggested voting later by email.

ISIS will come up with a name for the SSC chair.

# External review

The review strategy was discussed. It is suggested that the review documents should be short, but be able to catch requirements for each individual facility. It is also suggested that there could be a unified review with NOBUGS.

JT, PP, GG and one PMB member from ISIS were assigned to organize Mantid review documents and propose a list of possible reviewers.

# AOB

None

# Next Meeting

May 13th, 2016.

# New and On-going Actions

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| --- | --- | --- |
| 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 |
| 9.3 | Upgrade to Qt5 after next release of ParaView | ND |
| 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 |
| 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. | VZ |

# Completed Actions

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

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| 10.1 | Add to agenda of next PMB the election of a new PMB chair in the next PMB meeting: Jon Taylor | WZ |
| 10.2 | Add to agenda of next PMB the election of a new PMB sectary before the next PMB meeting: Wenduo Zhou remains | WZ |
| 10.3 | Add to next PMB’s agenda to elect interim SSC chair among PMB members: discussed | WZ |
| 10.4 | Add to next PMB’s agenda to decide external reviewers: discussed | WZ |
| 10.7 | ISIS will look into SSC reports | RS, TGP |
| 10.8 | Research how to do external review | Debbie, JT |