**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.

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| --- | --- |
| Minutes from last meeting |  |
| 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 including the release of Mantid 4.1…

The document can be found at …

# Technical Steering Committee (TSC) report

PP presented the TSC report.

The document can be found at … …

# Other facility news

No news from other facilities

# AOB

None

# Next Meeting

August 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 |
| 9.3 | 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 |