August 26, 2003 CMM-WG teleconference minutes

1 Early discussion

(1) Note taker assignment: Fred

(2) Roll call:

- Fred Maciel
- Hiro Kishimoto
- Andreas Savva
- Andrea Westerinen
- Bill Horn
- Jem Treadwell
- Latha Srinivasan

(3) Approve last week's minutes:

- Hiro asks for clarifications on the first 3 bullet items of section 2.
- No other comments, minutes approved (will include clarifications above).

(4) Other businesses

- Single teleconference time until October decided; see section 3 below for details.
- GGF9 schedule has been decided.
  - The CMM-WG will have two half-day sessions as a mini face-to-face meeting.
    - Times are: Monday, October 6, 12:30 p.m. - 5:30 p.m, and Tuesday, October 7, 10 a.m. - 12 p.m. This allows people to think, write text, etc. overnight.
    - In the beginning of Monday's session we will give an introduction to CMM-WG and an update on our status. The rest of the time will be used for review and discussion of the community practice document, and technical work on port type specification.
    - The detailed agenda will be posted later.
  - CMM-WG will also have working session with the OGSA-WG as part of the discussion on "infrastructure" services (October 8, 10-11:30am).

2 Work schedule and deliverables for GGF9

- Fred: GGF9 begins in October 5th. Obstacles until then in the items below. Will have only 3 weeks of work until GGF9.
  - Week of September 1st: OGSA face-to-face
  - Week of September 29th: possible WSDM face-to-face
- Fred: GGF9 deliverables
  - Plan at GGF8:

- ♦ Initial draft of the best practices document (with CIM and Unicore text)
  - ♦ First proposal of the CMM portTypes
  - – Should be good enough to do marketing to other WGs and to make CMM more concrete.
- Fred: schedule proposal
  - – CIM and Unicore text reviewed on the weeks of the 8th and 15th
  - – PortTypes discussed on the weeks of the 15th and 22nd
  - – Documents ready on the week of the 29th (to give time to GGF participants to review it).
- Hiro suggests us to meet the GGF deadline for documents (19 September): it is very good to submit something to send a message to the GGF at large. Fred: will do it if possible.
- Hiro reminds to announce the GGF9 sessions on mailing list (action item for Fred).

3 Next teleconference

- There will be no teleconference on the week of September 1st.
- The next teleconferences will be every Monday in the new single time (below), until October 20 (i.e., while DST is in effect).
  - – 0730-0900   US Pacific (GMT-7)
  - – 0830-1000   US Mountain (GMT-6)
  - – 0930-1100   US Central (GMT-5)
  - – 1030-1200   US Eastern (GMT-4)
  - – 1430-1600   GMT
  - – 1530-1700   UK (GMT+1)
  - – 1630-1800   Central Europe (GMT+2)
  - – 2330-0100   Japan (GMT+9)
- The next teleconference will be on Monday, September 8th (pending confirmation on the mailing list).
- Call-in number, passcode: to be posted later.
- Agenda to be posted later.

4 Action items

(1) Pending
- Fred: overhaul of the CMM-WG page in GridForge, including:
  - – Add teleconference times, call-in numbers, etc. [Pending action item above.]
  - – Move these action items to the trackers
- Ellen: revised version of the CMM overview text

- Fred: write the CIM section on the Best Practices document
- David: write the Unicore section on the Best Practices document
- All: have CMM-WG review requirements for WSDM, and see if they will fulfill the CMM needs

(2) New
- Fred: annouce GGF9 sessions on the mailing list.