



Notes: Sixth monthly telecon – 2 April 2015

Attendees:

Richard Harrison (Project Coordinator; WP1 Lead)	[STFC]
Jackie Davies (Scientific & Technical Manager; WP2 Lead)	[STFC]
Jane Porter	[STFC]
Peter Boakes	[UNIGRAZ]
Emilia Kilpua	[UH]

*Apologies from Chris Perry [STFC], Jonathan Eastwood [IMPERIAL],
Luciano Rodriguez [ROB]*

Agenda:

1. Review of actions
2. Reports on progress from each WP as appropriate
3. Goettingen meeting
4. Reports
5. AOB

Notes:

1. Review of actions

- 1.1 **Review of outstanding actions** - the latest action list is reproduced in the minutes of the telecons. That list is reproduced below, and responses noted. All actions carried forward are included in the updated list later in the notes.

2. Reports on progress from each WP as appropriate

- 2.1 WP2, update from Jackie: we hope to be able to circulate the link to the catalogue on the webpage very soon. We would like comments on the catalogue from all (Action 47).

No further WP updates.

3. Goettingen Meeting

The meeting website needs to show list of registered participants, Volker to update website (Action 48). The deadline for registration and abstracts is 1st April (but this is flexible if we want to chase people after the event!). Nine invited speakers have accepted.

WP Leads to think about what they will present during first part of meeting (need to be able to give update at meeting) (Action 45).

4. Reports

We need to write the Annual Report before the Goettingen Meeting for the reviewer to see (Action 46). Details will be distributed soon; Jackie and Richard to request input from WP leads after Easter. (Action 49) Note that the 6 monthly report delivery is outstanding. (Action 50).

5. AOB

None

The new action list is below.

ACTIONS (2nd April 2015): [**Numbers are carried through from previous action lists*]

No.	Action	Actionee	Date for completion/comment
47	Jackie to circulate link to webpage for distributing catalogue.	Jackie	24 th April 2015
48	Volker to add list of Goettingen Meeting participants to the meeting website.	Volker Bothmer	24 th April 2015
49	Annual report to be completed for the Goettingen Meeting as the EU reviewer will be in attendance. Jackie and Richard to request input from WP leads after Easter.	Jackie and Richard.	17 th April 2015
50	6 month report.	Richard and others	17 th April 2015

ACTIONS (6th March 2015): [**Numbers are carried through from previous action lists*]

No.	Action	Actionee	Date for completion/comment
43	Jonathan and Mario will consult the whole team to determine what is required for interfacing the main catalogue.	Jonathan Eastwood & Mario Bisi.	1 st April 2015 2 nd April - ongoing
44	Jonathan needs CIR catalogue list from Alexis.	Alexi Rouillard to send list to Jonathan Eastwood.	1 st April 2015 2 nd April – ongoing
45	WP Leads to think about what they will present during first part of meeting.	All WP Leads	1 st May 2015
46	Pre-Goettingen Meeting report needs to be written and presented to the reviewer before the meeting.	Jackie Davies & Richard Harrison.	1 st May 2015

ACTIONS (12th February 2015): [**Numbers are carried through from previous action lists*]

No.	Action	Actionee	Date for completion/comment
38	How do we feed through updates? To be discussed at monthly telecon.	ALL/RAL	ongoing

40	6 monthly report – Jackie to contact all for a 2 line update	Jackie Davies	13 th March 2015 2 nd April – ongoing
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ACTIONS (6th November 2014): [**Numbers are carried through from previous action lists*]

No.	Action	Actionee	Date for completion/comment
34	Speakers at the ROB Meeting to provide talks to Richard and Jackie for inclusion on the WIKI.	Chris Perry to chase WP leads.	5 th March 2015 2 nd April - ongoing
36	Draft a suggested set of guidelines/rules for association, including temporal/spatial windows for projected and back projected data (on Sun and at 1AU). Submit to SC.	Peter Gallagher with Christian Möestl & Volker Bothmer.	20 th May (Goettingen Meeting). 2 nd April - ongoing
37	Draft definitive statement or standardization, format, naming, coordinate systems, metadata, version control, QA etc for the project. Submit to the SC for endorsement.	Chris Perry	Remains open until Chris is happy. 2 nd April - ongoing