

Minutes pyAML Steering Committee Meeting 29 April 2025

Participants: Ilya Agapov (DESY), Marco Apollonio (MAX IV), Patrick Mandela (SOLEIL), Stephen Molloy (MAX IV), Laurent Nadolski (SOLEIL), Teresia Olsson (HZB), Simon White (ESRF).

1. Organisation of the steering committee

- We need someone to chair the meetings. This person should also be responsible for sending meeting invites and gather the points for the agenda in a collaborative way. It was unanimously decided to appoint Teresia to this for one year.
- We should have regular meetings which are scheduled in advance so people can plan ahead. It was decided to schedule 1 hour meeting every 4 weeks on Fridays 11-12 starting from 23 May, 2025. Teresia will set up a reoccurring event for this. The times will be tentative, on each meeting, a definite decision about the next meeting time will be done.
- We need minutes for the meetings with formal approval. It would be good if they can be written in a collaborative way with a draft already being done at the end of the meeting. We could also have it written live so we immediate see if something is recorded wrongly. It would help with an external person who can focus on writing the minutes. Teresia will investigate if Ronja Grünke, administrative assistant at HZB, can help with this for the next meeting and then we evaluate how well it works. Teresia will also set up so we can have the minutes on Github.
- Teresia will investigate options for where to place the agenda. Discussed options are Github and Indico.

2. Email lists

We have need for both a way for community members to contact the steering committee and for the steering committee to contact each other. It was decided to create two additional emails lists, one for the steering committee with all our email addresses and a second one as a contact email for people who want to get in touch with the steering committee and need a single point of entry. It was decided that Teresia should be on this contact email as a start and then perhaps a second person too.

In addition, someone needs to keep administer the existing community email list.

Simon will talk to Simone about this and check if all of the three email lists can be set up and administered by ESRF.

3. Communication with the community

Currently a readme on the Github organisation page is used for sharing information with the community. This is not working so great. Especially, it would be nice to have a calendar. Teresia will investigate if we can use Github pages to set up a very simple page as done by some other open source projects.

4. Maintainers meeting and working groups

There will be a first meeting of the maintainers on the 22 May 2025. This meeting will discuss working groups and understand the interests of the different people who have signed up to be maintainers. It was decided to give the following directives to that meeting:

- The maintainers should choose a chair and a secretary. The chair is responsible for calling to the meetings and gathering the agenda and the secretary to write the minutes.
- The meeting should come up with a suggestion for working groups. This suggestion should be reported to the steering committee on their meeting on the 23 May. The steering committee will then discuss the suggestion and make a decision about the working groups.
- The meeting should collect interested candidates for being working group leaders. This should also be reported to the steering committee on the 23 May and they will appoint the leaders.

We will need someone to provide the link between the maintainer group and the steering committee. Different candidates were discussed. It was concluded that it needs to be someone who has the trust of both groups. A decision will be made on the next meeting.

5. Specification documents

The two specification documents were discussed, and it was decided for now to keep monitoring the process. Teresia is involved in the weekly discussion meetings about the tutorial document and also working on extracting the requirements from this document into the specification document to keep both of them aligned.

6. Date for next community meeting

On the last community meeting it was decided to have a community meeting on a Thursday every 3 months. Teresia will come up with a suggestion for the date and can call to it.

7. Memorandum of understanding

It was discussed if a memorandum of understanding is needed. Conclusion is that this is not what we need but we rather want letters of support. These could for example be used in funding applications. Several labs already have templates/examples for this. Ilya, Simon and Laurent will look into what they have. Teresia will set up an overleaf document to work on this in a collaborative way.

8. License

The license has already been discussed a bit via email. The conclusion is that we want a license which is as permissive as possible so we do not run into compatibility issues with other codes that we might want to use or that might want to use pyAML in the future. The same discussion was done for pyAT and it was decided to go for Apache 2.0. This looks like a good choice also for pyAML. Teresia will send out an email on the community email list to give all labs a chance to object if they have issues with this license. A decision will be done at the next meeting.

9. Next meeting

The next meeting will be 23 May 2025 at 11h-12h.

