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WLCG Operations Coordination Team Internal Planning

Please use wlcg-ops-coord-chairpeople@cernNOSPAM.ch for internal communication.

Operations Coordination Meetings

- Indico Agendas [↗](#)
- The duties of the chairperson:
 - ◆ Write the news' section in the twiki after checking with the rest of wlcg-ops-coord-chairpeople@cernNOSPAM.ch
 - ◆ Chair the meeting.
- The duties of the minute taker:
 - ◆ Create the Indico agenda (if not existing)
 - ◆ Make the minutes' twiki, by copying and emptying the last minutes' twiki page, and link it from the agenda as added material.
 - ◆ Add links to agenda and minutes to the main ops coord page https://twiki.cern.ch/twiki/bin/view/LCG/WLCGOpsCoordination#Meetings_and_minutes
 - ◆ Announce the upcoming meeting to e-group wlcg-operations@cernNOSPAM.ch 2-3 days before.
 - ◆ After the meeting, send the minutes, including Highlights to the chairpeople for approval by Monday. The minutes are automatically approved if nobody objects within a full working day
 - ◆ Send out the minutes to wlcg-operations@cernNOSPAM.ch **copying in the email the Highlights** on Monday.

NB!!! The e-group used to announce the meeting and send the minutes wlcg-operations@cernNOSPAM.ch contains, amongst others, wlcg-tier1-contacts@cernNOSPAM.ch and wlcg-tier2-contacts@cernNOSPAM.ch which are generated, very sporadically, by Andrea with a script, from the support emails registered in GOCDDB. OSG sites are not there because Rob Quick requested that he takes care of passing the messages to OSG.

Date	Chair	Minutes	Absences
2016			
Jan 7th	Alandes	Dimou	
Jan 21st	Alessandra	Alandes	Dimou
Feb 18th	Alandes	Dimou	
Mar 17th	Alandes	Dimou	
Apr 7th	Alessandra	Alandes	Dimou
Apr 28th	Pepe	Alandes	Dimou
Jun 2nd	Dimou	Alandes	
Jul 7th	Alandes	Dimou	
Aug 4th	Cancelled		
Sept 1st	Pepe	Alandes	
Sept 29th	Alessandra	Dimou	One week before the usual date as otherwise it's the same week as WLCG workshop in San Francisco
Nov 3rd	Dimou	Alandes	
Dec 1st	Alandes	Dimou	

Absences 2016

	Q1	Q2	Q3	Q4	Additional Info
Alessandra	-	14.06 to 30.06	15.08 to 04.09	-	
Maria A	24.03 afternoon to 29.03	11.04 to 22.04	27.07 to 26.08	07-14.10 / 19.10 to 01.11 / 16.12 to 03.01.2017	Not working on Wednesdays afternoons
Maria D	19.01pm, 21.01, 28.01pm, 04.02, 10.02pm, 22-25.02	04.04 to 07.04, 12.04pm, 14.04, 19.04pm, 26.04-28.04, 15-23.06	11.07pm, 12.07pm, 21.08-25.08	-	Not working on Fridays
Pepe	-	03.06 to 13.06	21.07 to 29.07 & 06.08 to 21.08	-	

GDB

(Note: Alandes will be absent all Wednesdays afternoons as of September 2015)

Date	Operations	Others	Absences
2015	presentation		
May 13th	Dimou	Alessandra presents WLCG workshop conclusions	
June 10th	Alandes	This was the last Ops Services at the GDB	
July 8th	Andrea	No report. Decided in email to suspend this in view of the new strategic nature of the GDB	

Cost Optimisation work

Date	What	Who	When	Notes	Comments
2015-05-21	Kick-off ☞	All 5	10 am telephone	Create the site with help from our drupal expert. Create a tweeter account for WLCG Operations and that we will tweet things that will be fed on the site and viceversa. Make sure there are no issues with access permissions for all targetted site users. Suggested name <i>wlwg-ops.web.cern.ch</i> (Alandes)	Items 3 (for developers) and 5 (OSG &/or EGI) on the agenda will not be on the site.

Articles in the Operations Coordination Portal

The Operations Coordination Portal contains a section for articles [☞](#) where members of the WLCG collaboration are invited to share experiences as sys admins, experiments, TF or WG coordinators. People interested in sending an article should follow the instructions below:

- Send a mail to [wlwg-ops-coord-chairpeople](#) expressing their interest in writing an article. The mail should include the title of the article, a short abstract and a deadline when the article will be ready. Don't worry if you don't meet the deadline, this is mostly for the ops team to get organised in case there are several articles in the queue.
- The [wlwg-ops-coord-chairpeople](#) will give you the green light for your article. You can then start writing your article. Try to be concise and keep it between 30-50 lines. See the Welcome article [☞](#) to

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have an idea of the layout and dimesion of the text. You can add references to further material at the end for more details or additional documentation.

- Once the article is ready, send the text, a picture of yourself and a short description of your role in WLCG to wlcg-ops-coord-chairpeople.
- We will give you a date when we will publish the article in the portal, and then we will take care of the publication of the text together with your picture and role description. The new article will be advertised at the next Ops Coord meeting.
- Note that comments to the article are open in the portal to CERN registered users.

-- MariaALANDESPRADILLO - 2015-05-06

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