TAPAS Plenary Workshop 2
The Exchange/Premier Lodge Hotel, Newcastle
5th September, 2002
<u>Executive Board Meeting</u>

Agenda

Item 1   EB suggestions for Agenda items!

Item 2   Date for IAB Meeting

Item 3   Comments on the workshop

Item 4   1st Year Deliverables

Item 5   Do we need to arrange any separate technical meetings on particular workpackages?

Item 6   Discuss issue of Consortium Agreement

Item 7   Confirm date of next EB meeting/workshop

Item 8   Any Other Business.

D R A F T   M I N U T E S

<u>Present</u>:
Werner Beckmann, Adesso
Annabel Bixby, University of Newcastle
Jon Crowcroft, University of Cambridge
Wolfgang Emmerich, University College London
Fabio Panzieri, University of Bologna
Santosh Shrivastava, University of Newcastle

Action
AB to give SKS a sample D&I document for guidance.
6m deliverables - AB to email for PMR input from partners soon.
12m deliverables - AB will send an example 'Evaluation & Assessment' document to Adesso for guidance.
Those partners who have not responded to the Consortium Agreement document to chase up relevant people in their organization.

Item 1: EB suggestions for Agenda items
None

Item 2: Date for IAB Meeting
IAB members will be invited to join the Review to be held in April – exact date to be arranged

Item 3: Comments on the workshop
Held over until after the 2 day workshop:
From discussion on Friday 6th: everyone agreed it had been a useful 2 days with a lot of significant information sharing on what each site was doing. For the next workshop, though, it was suggested that there should be time for parallel sessions as well as group presentations.

Item 4: 1st Year Deliverables (6 and 12 month reports)
6 month deliverables
D1:   to be produced by Adesso with input from Cambridge is well under way. A short discussion between the 2 will be held on the 2nd day of the workshop and a 2nd combined document will be distributed for comments by mid-September.

D&I Plan: to be produced by Ncl. Draft to be circulated by mid-Sept. AB to forward to SKS, a sample document for guidance.

PMR1:   AB to email for input from partners shortly. Type of info. needed: brief outline of each WP, conferences attended, papers published, effort, etc.
Project Presentation – the website:
    http://www.cs.ncl.ac.uk/old/research/projects/tapas/index.html

12 month deliverables
D2:   UCL ahead of schedule as work on this deliverable is advancing with presentations made at 2nd plenary workshop (September, '02, Newcastle)

D5:   Newcastle responsible for this: work is also under way.

D7:   UniBo working on this deliverable already. Again, presentation on this work was given at 2nd plenary workshop (September, '02, Newcastle).

D12:   Adesso to provide, AB will send an example document for guidance.

PPR1: 12 month management report to be produced by Newcastle. AB to request the input from partners.

Item 5: Do we need to arrange any separate technical meetings on particular workpackages?

As mentioned above, a short technical meeting between Adesso and Cambridge will take place during the 2 days of the September workshop

Other meetings should be organized as necessary between October '02 and March '03.
From discussion on Friday 6th: a technical meeting between Bologna and Newcastle, to include UCL would be useful before the end of the year. It was also noted that a meeting with Cambridge and Ncl early in the 2nd year of the project (May '03) would be useful.

Item 6: Discuss issue of Consortium Agreement

First draft has been circulated by Ncl for initial comments; some partners still to respond before Ncl can taper it specifically to TAPAS.

Item 7: Confirm date of next EB meeting/workshop

A full workshop will be held 10th and 11th February, 2003 to be hosted by Adesso in Dortmund, Germany.

The Review will be scheduled for month 13 (April 2003) in conjunction with the Project Officer and Reviewers. Suggested venue is Bologna, Italy.

The IAB will be invited to attend the Review.

Item 8: Any Other Business.

Held over until after the workshop.
From discussion on Friday 6th:
- Jon Crowcroft mentioned that at some point (2nd half of project) there should be some time spent on considering the outcome of the project – "are we going to build anything?" There is nothing in the work plan that mentions this.
- James Skene, UCL gave an impromptu talk on 'Contracts and SLAs: What is a Service Level Agreement?'
- Private web access for project members only was asked for. This is something we aim to provide but creating it has not been easy. Ncl is trying to sort this out. Fabio mentioned that there should be some server space available at Bologna shortly that could be used.