

Draft proposal to TAB for SDCC < – > projects communication

Communication

Point of Contacts and links

Project	Project Rep@TAB	SDCC PoC	e-list	RT	JIRA
ATLAS	Johannes Elmsheuser	Ofer Rind			
Belle II	Cedric Serfon	Hironori Ito			
CFN	Sara Mason	Shigeki Misawa			
CSI	Adolfy Hoisie	Alexei Klimentov			
DUNE		Doug Benjamin			
ePIC/EIC		Alexei Klimentov			
NSLS	Stuart Wilkins	Jerome Lauret			
sPHENIX/PHENIX	Chris Pinkenburg	Antonio Wong			
STAR	Frank Geurts	Jerome Lauret			

Meetings

- Weekly : SDCC leadership & SDCC PoC
 - PoC reports projects status and issues (if any); SDCC internal discussion
- (bi)Weekly : PoC & project Rep
 - Meeting between SDCC PoC and Project Rep
 - SDCC technical and Ops staff by invitation
 - Experiments like ATLAS, STAR or BelleII can organize this differently
 - AH : how actions will be followed and synchronized ?
 - Tickets
 - Meetings minutes & action items
- Technical topical meetings between SDCC and project(s)
 - Called by PoC or project Rep
- Monthly : Technical Advisory Board
 - Projects Rep and SDCC Management
- Quarterly : SDCC Users meeting
 - Update on SDCC mid-,long-term plans and activities overview

e-mail lists

- A list per project (f.e. sdcc-nsis-list) to inform project about scheduled intervention or service (see Table Services/Projects) outage
- sdcc-users list for general announcements

Dashboard

- SDCC dashboard with status of all services (see Table Services/Projects)

RT ticketing system

- Per project to report any issues
 - TAB PoC & SDCC PoC : CC:ed to tickets

JIRA

- To track progress, f.e.
 - PanDA instance installation
 - sPHENIX purchase and installation

Services / Projects

[illegible]

