EPOS ICS-TCS Interaction meeting
(agenda, ver.1)
March 31 - April 2, 2020
REMOTE WORKSHOP

Synoptic table

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<td>9:00 10:30</td>
<td>11:00 12:30</td>
<td>14:00 16:00</td>
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<td>Plenary (ALL participants)</td>
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<td>ICS (internal)</td>
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<td>Yellow</td>
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<td>Cross-TCS harmonization (internal)</td>
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<td>Purple</td>
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<td>Task Forces (work groups)</td>
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Tuesday (March 31)
9:00-9:15 Welcome, introduction of new members in various EPOS teams
9:15-9:45 Introduction and explanation of EPOS Strategic Plan
   1. Webinar (20 min, Massimo; will be recorded)
   2. Discussion (10 min)
9:45-10:30 ICS-TCS interactions structure (video conference, will be recorded)
   3. IDO structure in EPOS-ERIC (10 min, Massimo)
   4. ICS-TCS Interaction Team (20 min, Kuvvet)
      a. Interaction Planning Group (IPG) Report
      b. Consolidation plan for 2020
      c. Expected TCS involvement
   5. Practical arrangements for next ICS-TCS workshops in 2020 (5 min, Jan)
   6. Discussion (10 min)
10:30-11:00 Coffee break

11:00-12:30 ICS Hosting topics (video conference; will be recorded)
1. Status of the current Inter Institutional Collaboration agreement (IIC) (Patrick)
2. Status of main deliverables in IIC
   a. QA pipeline (Chris)
   b. Software review process (code review, technical debt) (Chris)
   c. Hosting Environment (Kubernetes, Gitlab etc.) (Yann/Wayne)
   d. Monitoring Systems (Jakob/Jonas)

12:30-14:00 Lunch

14:00-16:00 ICS Collaboration topics (video conference; will be recorded)
   a. Documentation & Interviews outcomes (Jakob)
   b. User support (Jakob/Katja)
      i. Issues collection, issue tracker
      ii. Requirements collection
   c. Collaboration tools and procedures (Jan/Jean-Baptiste)
   d. Groups and TCS contributions via GitLab (Jean-Baptiste)
   e. Metadata CERIF work (vocab+libraries) (Lorenzo)


11:00-12:30 TCS discussion on common topics (harmonization)
1. Time-series (format, payload) (Simon)
2. Vocabulary (Otto, Abdel)
3. Available resources (Florian)
4. etc.

14:00-16:00 Continue TCS discussion (if needed)

Wednesday (April 1)


9:00-10:30 ICS-TCS Interactions (video conference; will be recorded)
1. Introduction of plans and procedures for this workshop (10 min, Jan)
2. Working in an international team: a proposal for a lean approach (30 min, Daniele)
   a. Method in general
   b. Example: How to build a pitch?
3. Review of the work done since last ICS-TCS workshop at GEUS
   a. ICS-C Demo (15 min, presentation of the latest version) (Jan/Daniele/BGS)
b. Reports from TCS (TCS leaders)
   i. Short presentations, max. 15 min each (max. 120 min in total)
      ● Follow the PPT template for TCS
         a. TCS internal consolidation plan
         b. Urgent issues/requests from TCS which needs to be handled during the meeting

10:30-11:00 Coffee break

11:00-12:00 Continue 3: Reports from TCS

12:00-12:30 Status report from task force groups (video conference; will be recorded)
   Status + actions (2 slides, 5 min each)
   1. ICS GUI task force + Time-series task force (Jon)
   2. Vocabulary task force (Otto/Luca/Abdel)
   3. Metadata pipeline: metadata editor (beta) & new entities metadata collection (Rossana)
   4. Converter task force (Valerio/Phil)
   5. AAI task force (Tomasz)

12:30-13:00 Hosting related topics influencing TCS work
   6. Monitoring Systems - reporting to TCS (Jakob/Jonas)
   7. User support (Jakob/Katja)
      a. Issues collection
      b. Requirements collection
   8. GitLab collaboration environment (Jean-Baptiste)

13:00-14:00 Lunch

Session D (BREAKOUT ROOMS; attendees: ALL)
14:00-16:00 Work in groups (BREAKOUT ROOMS; not recorded)
   Each group should suggest several pitches (considering priorities) and include TCSs into planning. Each group allocates a reporter.
   1. ICS GUI task force + Time-series task force (Room: https://bit.ly/ICS-TCS-GUI)
      a. Refactoring
      b. Visualization of time series - required
      a. New metadata editor - prototype
      b. Implementation of new entities
      c. Vocabulary tools
      d. Ingestion pipeline
   a. Clear example of specific implementation
   b. Rules for assets (metadata requirements)
      i. WHAT: CRUDE (operations: Create, Read, Update, Delete, Execute)
      ii. WHO: roles/persons

**Thursday (April 2)**

Session D continues (BREAKOUT ROOMS as above; attendees: ALL)

9:00-11:00 CONTINUE work in groups (BREAKOUT ROOMS; not recorded)

11:00-11:30 Coffee break

11:30-12:30 Reports from work groups (PLENARY)
   - Check pitches in a simple document (template on GitLab)
   - collect comments from the pitch expert (from “IT board”)

12:30-14:00 Lunch (selection of pitches internally - done by “IT board”)

Session E (PLENARY, attendees: ALL)

14:00-16:00 Consolidation of development plans
   1. Available resources (plenary) (Jan)
   2. Selected pitches
   3. Time plan and definition of milestones and responsibilities
      a. Planned procedure: Pitch leader is reporting to “IT board” if/when help is needed
         (around 3 weeks time)
   4. Schedule of future meetings (June, September, December 2020)

16:00 Closing remarks
Communication technologies to be used during workshop

Video conference
Multiple independent Google Meet calls will be arranged (one for each group) and participants can switch between them. Names for rooms:


Shared space/folders

   - Working documents during workshop

   Following folder structure will be used:
   - TEMPLATES (template documents)
   - REPORTS (TCS reports and reports from Task Force groups)
   - PRESENTATIONS (individual presentations)
   - RECORDED_PRESENTATIONS (those from workshop)

2. **GitLab** (BRGM; link will be added in next agenda version)
   - for code and associated documentation
   - building pitches