

SHUG-EC Conference Call: Tuesday April 13th, 2021

Online:

ORNL: Hans Christen, Jamie Fernandez-Baca, Lisa Debeer-Schmitt, Janell Thomson, Travis Williams

External: Geneva Laurita, Adrian Brugger, Daniel Shoemaker, Yun Liu, Jaroslaw Majewski, Martin Mourigal, Olivier Delaire, William Ratcliff, Danielle Yahne, Rana Ashkar

Document approval:

Minutes from March 2021 conference call: approve

Agenda for April 2021 conference call: approve

1. Invited Speakers for User Meeting
 - a. Discussed current status of invited speakers and next in line speakers
 - b. Contributed abstracts are still being accepted
2. Teaming for Users Meeting to invite speakers and organize contributed talks
 - a. Google doc of agenda draft shared by Janell
 - i. **Action item:** email Janell or Daniel if suggestions/comments
 - b. Discussed working teams and leads for each area (see Daniel email for assignments)
 - c. For scheduling topical sessions, results of surveys to nominate speakers to get invited speakers
 - i. **Action item:** choose invited topical speakers for sessions asap
 - ii. **Action item:** procedure for teams to send invited topical speakers forthcoming (email and Slack)
 - d. Discussed possible coordination of SHUG and CNMS representatives for planning
 - e. Discussed structure and contribution to SHUG EC town hall, particularly in regards to the upcoming planned shutdowns
 - f. Discussed ideas for communication of planned shutdowns during User Meeting
 - g. Discussed how updates of STS will be presented at user meeting
 - h. Discussed the desire for more town-hall/workshop-type sessions in the agenda and considerations for being a joint meeting
3. Workshops for user meeting
 - a. **Action item:** need a list of workshop priority to put on the website ASAP
 - i. Daniel will send survey results from users
4. Teaming for Virtual SHUG-EC on-site visit
 - a. Discussed working teams and leads for each area (see Daniel email for assignments)
5. Finalize On-site visit session request for Janell
 - a. Discussed session breakdown (see Daniel email for suggestions)
 - i. Can have more EC members than suggested for teams
 - b. Leads are in charge of coordinating write-up for each session and preparing discussion topics for sessions by subject matter
 - c. **Q for EC:** ratio of EC:ORNL in meeting and who/how many do we want in these sessions?
 - i. Previous meetings approx. 6-8 people
 - ii. Discussed considerations such as computational, postdoc, software, etc representatives
 - d. **Action item:** Daniel will prepare document of topics and working list of questions to share with group
 - e. Discussed potential timeframe for meeting
 - i. Suggested late-June, one-week target timeframe over teams meetings for two-phased meeting

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- ii. Will wait for further confirmation on ideal timing for ORNL
- 6. (Pinned) Response from ORNL about long-range planning schedule, notably the Be outage
 - a. Update from Hans on status of timeline and announcement to users
 - b. Reiterated importance of providing users with information ASAP and that the user meeting would be a good opportunity for communication from ORNL
 - c. Discussed some alternate ideas for communicating this with user in addition to official announcement from ORNL
- 7. Next conference call: Tuesday May 11th, 4pm