



A Model-driven development framework for highly Parallel and Energy-Efficient computation supporting multi-criteria optimisation

D8.2 Project Management and Collaboration Tools

Version 0.3

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Change Log

Version	Description Change
V0.1	Initial version released by Olivera Vujatovic (BSC)
V0.2	Contribution by Sergi Madonar (BSC), Sara Royuela (BSC) and Eduardo Quiñones (BSC)
V0.3	Review by Tommaso Cucinotta (SSSA)

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Executive Summary

The purpose of the "Project management and collaboration tools" deliverable is to provide an overview of the tools that will be used in the AMPERE project to ensure efficient internal communication and collaboration among partners of the consortium. The document is meant to complement D8.1 Project management plan and quality guidelines, report where governance structure, legal documents, project management procedures and tools and reporting procedures are detailed.

1. Project management and collaboration tools

To ensure a proper project implementation, internal communication is essential. The AMPERE consortium will use electronic mail as the main tool of communication. In addition, Zoom Video Communications service will be used for General Assembly monthly meetings, while Slack instant messaging platform will be used among partners to facilitate fast communication. All meetings will be documented by means of agenda and minutes which will be made available through the private intranet area of the project web portal once ready. Additionally, the intranet area will include all final documentation of the project, including the final versions of the deliverables and reports, dissemination materials, face-to-face meetings materials, and other relevant documents for the project. Besides that, a Gitlab repository has already been created, and it will contain AMPERE development information, including software related to the development of the AMPERE software architecture, and preliminary versions of the deliverables or dissemination materials under development. All the services described above are meant for facilitating the exchange of information and documents between the beneficiaries, and the development of the AMPERE software architecture.

1.1. Mailing lists

The following mailing lists have been created to facilitate the internal communication of the indicated contacts:

- ampere@bsc.es: all AMPERE contacts, general purpose
- ampere-GA@bsc.es: AMPERE General Assembly (GA) members
- ampere-tech@bsc.es: AMPERE contacts for technical discussions
- ampere-diss@bsc.es: AMPERE contacts for dissemination activities
- ampere-pm@bsc.es: AMPERE contacts for project management
- ampere-project@bsc.es: Technical manager and dissemination officer, default external contact included in the AMPERE website

A shared Excel file with the subscribers to each of these lists is available to consortium members and it is updated by the Project Manager. Requests to add new members to the list should be directed to the Project Manager (as specified in D8.1, project manager is in charge of day-to-day management tasks).

1.2. Zoom Video Communications

Zoom Video Communications services will be used for remote conferencing for General Assembly monthly meetings, and for any technical meeting if needed.

1.3. Slack instant messaging platform

The Slack instant messaging platform will be used to make communication more dynamic. A new workspace has been created for the project. There, the adequate channels will be created, so all members interested in the specific subjects will be able to join the channel, communicate, share documentation, etc.

1.4. Gitlab

A Gitlab instance has been created. This tool will be used to keep track of the project results and other project documents useful during the implementation. For that purpose, we have created a Git repository, with the following structure:

- Documents
 - Deliverables
 - Dissemination

- Papers
- Posters
- Others
- Reports
 - Financial Reports
 - Technical Reports
- Software

Interestingly, the repository includes functionalities such as wiki, issue-tracking and CI/CD pipeline, which we can also take advantage of during the project, if needed, as they are integrated with the Git repository.

1.5. Intranet

Once the intranet will be created inside the AMPERE web portal, it will be used to keep the final versions of the project documents. The structure of the Intranet will be the following:

- DoA (referring to Description of Action)
- Deliverables
- Demonstrators
- Periodic Reports
- Dissemination
 - Papers
 - Posters
 - Others
- Minutes (referring to minutes of meetings)
- F2F meetings (referring to information from face-to-face meetings, which may include presentations, videos, images, etc.)
- Templates (templates for deliverables, technical reports, posters and presentations)