**Attendees:**

Bill Lee

Jim Ryan

Rupert Dance

Catherine Seeds

**Minutes from 9.29.12 MWG Meeting**

* MWG Admin: Catherine and Caitlin from Ketner Group to take on Admin duties until a replacement is found.
* Bill Lee working on OFA home page:
  + Bill is still working on this. Hope to have new content ready in the next few weeks, in plenty of time for SC12. SC12
* Rupert to deliver user landing page content:
  + Rupert is still working on this, will try to get it done this weekend/next few days.
* All to provide input on backgrounder and architecture diagram
  + OFA Backgrounder – Bill Lee has time next week to review and look over. Bill has sent the latest backgrounder to Rupert and Jim for them to both review and provide comments.
  + Architecture diagram – Rupert send out a draft to review, but has not received any comments yet. Rupert will bring this up for a point of discussion at next workgroup meeting
* Bridge numbers moving forward – Bill will send a new number to Jim. Jim will update the calendar notice – set an end-date for 6 months from now.
* Zurich workshop update: new date?, what’s next?
  + At the last XWG meeting, Bill Boas announced that we didn’t have enough sign ups and had would need to cancel/reschedule the workshop for early 2013.
  + Bill Boas created copy for the website about the workshop being cancelled, and it has been posted.
  + Bill Boas currently working with IBM to get the workshop rescheduled
* Ketner status of backgrounder presentation:
  + Ketner Group will begin work on this in October.
* Advertising offer in Scientific Computing World, other publications:
  + The MWG has decided to pass on advertising in SCW, but are always happy to review/consider advertising opportunities for other publication if it makes sense for the OFA.
* Newsletter schedule for remainder of 2012:
  + Ketner Group will have a draft of the October newsletter early next week. Next newsletter is scheduled for January 2013.
* Press release/blog schedule for remainder of 2012
  + PR for fall SNW participation target 10/8:
    - Ketner Group to have a draft of this release to the MWG early next week
  + OFA logo list release, target release date?:
    - Rupert is currently reviewing Ketner’s draft of this release. Target date is as soon as it is approved, so that we can promote upcoming plugfest.
    - For SC12 – we will want to make sure and highlight the Logo program
    - Ketner Group will talk to Ken about adding the plugfest information to the “Upcoming Events” page, so that it is more visible on the home page.
    - We will draft a logo list press release – targeted for mid-January
  + Current blog in development:
    - Jim and Bill think the content in the DK Panda presentation is good, but some is troubling. We have decided to not use this for a blog.
    - SNW blog – Ketner Group to coordinate with Paul on this blog. (Ketner Group to draft, and include Paul’s comments in the draft.) This blog is scheduled for early October.
    - SC12 blog – Post around mid-November
    - Plugfest blog – Ketner Group to draft this, and work with Rupert – post end of November