

Sirtfi WG google folder:

https://drive.google.com/drive/folders/13EhgPxzLy4U6FMP_cVDalbqju40hOhUR

Current/Recent Tasks

Who	What	When	Status
Romain	Add Act-Inform diagram to the eduGAIN security wiki when it gets created		Done
Shannon	Generate list of contacts Tool link to the right. This python tool will generate a CSV of contacts in the order of precedence that we decided on. Should properly handle multi-valued contacts.		Link to a tool to generate contact info from an XML aggregate

Older tasks are at the bottom of running [Sirtfi call notes document](#).

April 8, 2021

Attending: Tom B, Sven G, David G, Alan B, Shannon R, Brett B

Regrets: Uros S, Dave K, Romain W, Pål A

Agenda:

1. Review drafts of messages
 - a. [Survey invitation](#)
 - b. [Message to eduGAIN Steering members](#)
2. Shannon's python script to collect survey recipients
 - a. The CSV is entityID, "registered by" e.g. the fedop, organization, contact type, email address
 - b. Example output:
`https://idp.geant.org,http://www.surfconext.nl/,GEANT,administrative,support@surfconext.nl`
3. Lists created: sirtfi-survey-2021 and sirtfi-survey-2021-recipients
4. Steps to launch survey
 - a. Update Sirtfi wiki to say something prominent about the survey
 - b. Email to eduGAIN Steering members (edugain-sg@lists.geant.org)
 - c. Wait until \$date for requests from individual FOs to send the survey invite emails themselves

- d. On \$date or soon thereafter:
 - i. Shannon runs Shannon's script on eG metadata
 - ii. Shannon removes recipients from Feds who will send themselves
 - iii. Shannon or Tom(?) uses csv to establish the subscriber list for sirtfi-survey-2021-recipients
 - iv. Tom sends survey invitation email to sirtfi-survey-2021-recipients
5. Dates/intervals
 - a. How long to wait for FOs to tell us if they prefer to send invitation themselves
 - b. How long to let FOs get their survey-invitation-sending act together
 - c. How long between survey invitation email sent and closing the survey
6. AOB

The two draft email messages were revised according to WG members' feedback. The dates contained therein were discussed and agreed to. A really good suggestion was made to add a banner announcement type thing to the top of the Sirtfi wiki saying something about the survey, as an additional means to enable validation of the invitation message as being bona fide. Members liked Shannon's work, and we all felt prepared to get this going. Tom will send the email to eG Steering members by Friday April 9.

Since survey results will not be available until the end of May, Tom will review the group's work plan to see if there is another task we can profitably work on until then. He'll either announce suspension of the WG until then or describe the task and start agendizing work on it.