**Meeting on Indico; 10.06.20; 10:00 CEST**

Participants**:** A. Dinkalge, D. Kalupin, A. Alonso, A. Könies, B. Buttenschön, M. Otte, S. Moseev (Minutes)

Discussion**:**

A. Dinklage explained that Indico is used by S1 for meetings and documentation of project related work and meetings relevant to the W7-X Team (W7-X Physics Meeting & Topical Group Meetings).

D. Kalupin pointed out that the PMU does not develop Indico and referred the participants to the manuals on the CERN website. He stated that it can be used as a documentation system because contributions are stored there permanently but that IDM is still the system that should be used for project work related documentation.

A. Dinklage ensured that Indico is used as a supplementary tool for the project work and that the important information for the WPS1 project is stored in IDM.

A. Könies inquired about the possibility to use the registration function for categories.

D. Kalupin explained that the registration function can only be used for meetings.

A. Könies inquired about the possibility to set up groups in Indico

D. Kalupin stated that groups can be set up in the active directory and that Rudolf Bauer is the contact person for setting up groups. He also explained that getting an account does not equal getting IDM/IMS access (these access rights can be set in the active directory by R. Bauer). However, creating and maintaining larger groups is a big workload. He pointed A. Könies to the possibility to create an access list for one meeting and to clone this meeting for all other meetings (to avoid setting up the access control list every time a meeting is created).

S. Moseev asked on behalf of Marc Beurskens if there is a search function to search for specific speakers or topics. B. Buttenschön said that the CERN Indico comes with such a function. The EUROfusion Indico does not give this possibility.

S. Moseev also asked on behalf of M. Beurskens about why the numbers do not change when contribution is deleted from the timeline. D. Kalupin agreed that he also noted this issue but pointed out that the numbers are not visible for participants.

D. Kalupin showed the participants how to add the Indico calendar to the outlook calendars.

Action Items:

- A. Könies to set up a test event for the topical group MHD. Test registration possibilities and the possibility to clone the event. Share the experience with the other topical groups

- A. Könies to send a list of the MHD topical group members to S. Moseev. S. Moseev/A. Dinklage to discuss about setting up a group in Indico with R. Bauer.