2012-09-20

Attendance

Agenda

- Meeting times. Bring your calendars unless Laurie is able to schedule us this afternoon
- Progress reports and carry over from our Ithaca meeting
- Group process: TSI itself and groups working under our auspices
- POOF
- Discussion of 2CUL Licensed E-Resources Interfaces Working Group (see Adam's email from 9/14)
- November 13-14 Agenda
- Ticket /project management system for TSI. Adam recommends http://basecamp.com/ ($20/month). Learn about the product by walking through the intro: http://basecamp.com/easy-to-use (click in upper right for next feature).
- Distilled version of grant to share with staff

Meeting Minutes – 09/20/2012

1) Meeting times. Bring your calendars unless Laurie is able to schedule us this afternoon
Weekly Skype Calls are scheduled for Monday, 11-12 beginning September 24, 2012

2) Progress reports and carry over from our Ithaca meeting

II. Prepare glossary of functional terms

Boaz and Robert are currently working on this. A wiki page has been created. Robert has put some questions to clarify the terms. Boaz will review and respond. Some terms will need to be reviewed by others. Columbia currently doesn't have equivalent list. The Steering Committee will need to review the list in the future.

III. Build infrastructure of 2CUL TSI work

Future agenda items? List of principles will be added to future discussion items?

IV. Inventory of staff effort

Kate is working with Columbia's administrative assistant to fill out Columbia's staff inventory. Cornell's staff inventory has been already been posted to the wiki. Jim will work on needed updates. Kate will add Columbia's staff inventotry to Cornell's creating one merged spreadsheet.

V. Production stats

Colleen & Kate have not posted Columbia's stats. Laurie (Cornell) has stats that could be posted.

VI. Organizational charts

Columbia's administrative assistant is creating new charts and Jim is working on updating Cornell's.

VII. Virtual desktop

Virtual desktop: Gary & Kate are going to talk on Monday about virtual desktop. Adam is looking into this at Cornell. Gary (Cornell) should get it touch with Gary (Columbia).

VIII. Tracking to-do items

Adam recommends Basecamp. Only needed if we can't successfully use the wiki. Basecamp will serve use better once we need to involve staff in our projects. Could JIRA work? By Monday! Look at the basecamp link by October 2nd. Or could be also on the agenda for F2F. Ticket /project management system for TSI. Learn about the product by walking through the intro: http://basecamp.com/easy-to-use (click in upper right for next feature).

IX. Communication strategy: wikis, listservs, etc.

Communication/strategy: (Kate/Jim). Wiki is up. Can we use existing staff lists? Should we have a separate list? Or use Cornell/Columbia? If we make new lists – current list you can't reply all and get things sent to each other Columbia/cornell. To post to both list you must have posting rights to both lists. Important to establish infrastructure. 2CULTS list? Already exists but no-one uses it. People will have to be added to it. Topic will be covered on our next Skype call (9/23)

3) Group process: TSI itself and groups working under our auspices

4) POOF

Poof conference call --9/20 at 3:00. Columbia needs to update its tables. Currently we can't get into each other systems. Technical problems shared just yesterday. Specific issues to Columbia/Cornell resources limited to fix Columbia problems. Could this group have a role in future development? Schedule for testing/communication plan. What structure could be put into future projects – provided by 2CUL TSI. Poof was before steering committee – no administrators involved. Need structure/support around steering committee. Resources need to be available to us. POOF meeting – with resources that we have, how can we make POOF work for Columbia.

5) Discussion of 2CUL Licensed E-Resources Interfaces Working Group

LERIWG --A Cornell group has been looking at vendor interfaces. This effort/structure will became a working group. Columbia has a similar group already in existence. Adam and Colleen modified the current Columbia ERIWG change to form a new 2CUL group. Co-chair one in each place, narrow charged – group review of interfaces. Vendor visits/list of questions then breakdown platform. Who would this group report to?   https://confluence.cornell.edu/x/egCVCw

6) November 13-14 Agenda

The plan is for a Tuesday arrival and Wednesday evening departure.