2012-10-22

Present: Adam, Colleen, Kate, Jim, Robert

Operating Principles

Adam suggested adding an explicit reference to "automation" in point 3; Kate will prepare a new text with this addition.

We will publicize the finalized operating principles as part of the first of an occasional series of general updates on our work. Jim will draft the first update, including these principles, an invitation to visit our wiki, etc., and share it with the group before sending it out.

Charge

After reviewing possible additions to our charge using language taken from the final version of the Mellon grant, we decided it would be useful to add one point clarifying that we will recommend reassiging/redeploying staff to the managers responsible when that seems appropriate in the context of 2CUL. Any change to our charge will have to be referred to Bob and Oya for approval. Kate will draft the new text and we will add charge review to the agenda for our meeting in November.

Jim will check with Bob and Oya to determine how they want to participate in our November meeting.

Basecamp

We discussed how we could best use the different tools we currently have available: e-mail, our Confluence wiki and Basecamp. We decided that that will will use Basecamp as much as possible to track and discuss current projects and collaboratively edit documents related to them. The wiki will be used for meeting minutes, and as an archive (restricted or public) of other completed documents.

We need to decide soon whether we want to renew our current Cornell Basecamp account. If we do, Cornell will pay for it. Columbia will pay for a second Basecamp account in the future if we determine we need one.

Other

Adam has prepared a draft charge (posted on Basecamp) for the 2CUL TSI Desktop Support standing committee and will be discussing it with Gary Berchume this afternoon.