2013-03-11

Notes from 2CUL TSI Steering Committee Meeting, 11 March 2013

Attending: Adam, Boaz (note taker), Colleen, Jim, Kate, and Robert. Dave Motson and Barb Tarbox joined us for the first item. Gary Branch and Mark Wilson join us for the 2nd item.

1. We reviewed draft charge for the TSI Database Maintenance Working Group – everything seemed to be fine. Some concerns were raised about the timeline (2CUL priorities in the way of ongoing needs). They will be addressed in a coming meeting of the leads. **Boaz** will be meeting with both working group leads in the coming week. We talked about the need for a short, high level, report (~5 pages) to document activities in phase 1 and in respond to the 5 key points. **Jim** will draft a template with some guidelines in the TSI wiki this week, once reviewed and approved by TSI SC members, work group liaisons will update their groups.

2. We reviewed draft charge for the TSI Batch Processing Working Group – **Boaz** will be meeting with both working group leads in the coming week.

3. Further discussion and updates regarding functional working group appointments:

- Access to virtual desktops will probably be needed for phase 2 work, but we would like to make sure working groups are aware of that possibility already in phase 1: **Jim** will follow up with Chris about the open setup questions. **Adam** will update the tips sheet to mention the possibility.
- **Kate** will approach the monographic ordering working group's leads to arrange lunch during their coming Columbia visit.
- Since Bill Kara is out in the coming days, there may be a delay in launching the Print Serials working group.

4. Potential role of consultant in TSI, (especially regarding cultural differences): we decided to raise the question of OD help with the administrative group (out of scope for TSI SC). **Jim and Kate** will be following up with the administrative team after talking about it first in their coming weekly.