Training and Outreach Working Group Meeting

2018-4-16, 10AM Central

BlueJeans: https://bluejeans.com/371010804

Notes from last meeting: <https://docs.google.com/document/d/1CKUFPp33E_pYyozda4e6bCny1ZiyE5u6JGXXJx1r54E/edit?usp=sharing>

Attendees: Jessica, Matthew, Ed, Santi

Apologies: Courtney, Dianna

* Video status
	+ Anna working with Lea DeForest to edit and release. This is still in progress.
* Resources
	+ Moved to <https://texasdigitallibrary.atlassian.net/wiki/spaces/TDRUD/overview>
	+ One sheets need transcribed and updated
		- Transcription AND printable PDF needed on Confluence in Resources
			* MM and DM status report?
				+ Will complete information sheets y the end of the day.
	+ Error docs needed
		- Error docs do not exist on the Dataverse docs, so we’d be the first. CM not sure what y’all were talking about wrt the logs, but the intention is to create a space for this in the Confluence pages and document as we encounter error popups in the system so that eventually they are described fully
	+ Accessibility statement
		- JT status report?
			* This is in progress and JT will keep us updated
	+ [Resources](https://texasdigitallibrary.atlassian.net/wiki/spaces/TDRUD/pages/216006691/Resources) need annotation and a big re-org (all notes here from last meeting with some CM updates)
		- Collected information for three different audiences: other librarians, researchers, potential partners (administrators)
		- Group decided that we should be organizing content by type as opposed to Audience. We can use a tag to denote audience.
		- We can move content in Librarians, Potential Partners, and Researchers into Training materials. Santi will do this prior to next meeting.
		- Content in the Links to external resources should be redistributed throughout other content types. Santi will do this prior to next meeting.
		- Everyone should add relevant annotations to existing content prior to our next meeting.
		- CM moved FAQs to top level of the hierarchy, but FYI, they are also a really big button on the landing page
		- JT and AD will add any relevant content from GWLA Data Management Task Force
		- CM made sure that JT and ST have logins, everyone else already does
* TCDL Video Booth - Repository Stories - discuss / strategize / list needs ) [kept these notes from last meeting with a few updates from CM -- please edit from current meeting]
	+ There is a room at TCDL we can use for Repo Stories (CM)
	+ The repositories stories component would be a booth where they could share their stories. This would require us to monitor/supervise. (sign up sheet?)
	+ We would need to identify times, equipment/backdrop/lighting, ferns
		- AD, CM, and EW have experience with A/V. (hahaha - ‘experience’-CM)
		- EW has audio equipment but not intended for interviews
		- JT and CM can look into using equipment from UT
		- CM -- the TCDL team suggested we use lunches and breaks for recording sessions so volunteers don’t have to miss conference content
	+ We should supply a list of questions to get ideas flowing for participants (4-5 prompts)
	+ We would also need to look into needed documentation -- like copyright/release form, IRB (if we want to pursue this as research), and accessibility compliance (transcriptions)
		- Look into the possibility of streaming content through twitch.tv? This content can be archived.
		- Also like periscope (app to stream)
	+ The group decided that we currently do not have the time/resources to pull this off for the upcoming TCDL conference. We can start planning for this for the following year. It could be more inclusive that just TDR, but that would need to be coordinated. We should discuss how to move this forward at our next meeting.
* LibGuides/Websites - collect links to members pages
	+ [https://texasdigitallibrary.atlassian.net/wiki/spaces/TDRUD/pages/255655945/LibGuides+and+Websites](https://texasdigitallibrary.atlassian.net/wiki/spaces/TDRUD/pages/255655945/LibGuides%2Band%2BWebsites)
	+ TDR SC collected links at last meeting and they are in the notes - need to move those into Confluence - volunteer?
* DMP Tool (in confluence, templates: [https://texasdigitallibrary.atlassian.net/wiki/spaces/TDRUD/pages/216039493/DMP+Tool+Templates](https://texasdigitallibrary.atlassian.net/wiki/spaces/TDRUD/pages/216039493/DMP%2BTool%2BTemplates))
	+ EW - report on wiki update
	+ JT - report on language from wiki into DMP Tool asset
	+ JT will offer a training session on DMP tool at the SC meeting next week.
* Next meeting: Please report to Courtney preferred recurrence and time
	+ We will meet monthly (but skip May because of TCDL)
	+ June meeting: outreach profiles -- our group can model this in a google doc and try to come up with a template that others can fill in.
* **Action items**
	+ Santi will sort the “Links to External Partners” by content type
	+ JT will offer a training session on DMP tool at the SC meeting next week (we can talk about how to/when to schedule that and see if there are any takers)
	+ Everyone create an “outreach profile” [here](https://docs.google.com/document/d/1IZc_RyOreNt9jt53Xu4VrB_ZWgH-HgosrdfXzadJznI/edit?usp=sharing)