VUG Steering Committee Meeting -- July 23, 2018

Present: Stephanie Larrison, Billie Peterson-Lugo, Courtney Mumma, Chris Starcher, David Reynolds, and Kristi Park

Agenda

* Release of Vireo 4.0.x to VUG for testing – scheduled week of July 30
  + Wait until Nick returns or 1+ week via TAMU and then switch to TDL
    - Frank will pair with Nick the week of July 30 to bring up the current Vireo version at TDL
    - Send a heads-up to the VUG listserv -- Stephanie will work on draft message and documentation for someone to send out when it’s ready
  + Someone from VUG Steering Committee needs to monitor for registration
    - Unavailable
      * Stephanie will be unavailable July 30-August 1, and August 9-21.
      * Billie unavailable from July 25 - August 3
    - VUG can email support@tdl.org (everyone at TDL would see the message) to gain admin permission VUG list
* Update on Fall Vireo community sprint
  + First sprint tentatively scheduled for the 1st 2 weeks of October
    - Frank and several A&M developers planning on starting a sprint on Aug 17; 1st couple of days scoping the sprint and actual work starts after that; once they scoping is complete, Courtney will let the rest of us know what they will work on; Stephanie needs to prioritize the current issues and says the highest would be technical documentation if that can count for the sprint;
    - Wouldn’t hurt to have a brief webinar/introduction to the overall framework /codebase, but pairing developers may be sufficient
  + “Reaching out” to potential contributors – whose responsibility? - SENT Aug 7, 2018
    - Potential Community Sprint Participants -- main issue right now is to get at least “soft” commitments from people to help
      * Princeton - Monika Mevenkamp
      * Mississippi State issue in github
      * Harvard (pull request in github ?) James Archer
      * Johns Hopkins - Drew Heles (may not have the time to contribute)
      * Rice - Sid Bird
      * University of Illinois - Seth Robbins (on version 1 or 2)
      * University of Oklahoma - David Corbly
      * MIT (Heather Yaeger, head of Digital Projects, Beverly Turner and Micky Macdonald - publications )
      * Georgia Tech
    - Draft statement to be sent to the individuals but also put an announcement out on the VUG listserv; Courtney will work with Kristi to develop the draft statement, as well as a Google form that can be completed by others; draft to be reviewed during the week of July 30 and ready to distribute the week of Aug 6
      * Update confluence page with sign up info once complete
* Documentation – create a “place” on Confluence
  + Create page on Confluence <https://texasdigitallibrary.atlassian.net/wiki/spaces/VUG/pages/726597635/Vireo+Community+Sprints>
  + Users’ documentation
    - If we recruit people to help with the documentation, TDL can create temporary accounts for them to help with the development of this documentation
    - Can start a new Confluence page for the users’ documentation
    - Put out everything that needs to be done and have people sign up for it;
    - Content that is new includes the settings and hierarchical structure
    - Some existing documentation that needs very minor editing; copy and paste from the WordPress site; for TDR documentation they copied and pasted from website, updated screenshots, checked formatting and links
    - Is the existing format good or should it be different -- keep same WordPress structure for now; can always make changes later
    - Set up time for Stephanie, Billie, Courtney, and Kristi to get some basics established -- week of August 6?
    - Videos need to be completely re-done
  + Developers’ documentation
    - Frank will work on this documentation as he’s going through the process; very high priority; targeting October as completion for that documentation so it can be used for the community sprint
  + Inventory of current Vireo documentation to use as a framework ([in progress](https://docs.google.com/document/d/1Ognlj3YpLcfNxLLPAtGrr4ITHJlbjo2nVrYIvosa9JQ/edit?usp=sharing))
  + TDL site is currently unavailable for creating documentation. (resolved during meeting)
* Discussion about David’s successor on the VUG Steering Committee
  + David out the door on March 1; needs to be away from VUG Steering Committee by December; doesn’t know what his position might look like; expects to stay on Vireo and will strongly lobby that they stay with Vireo
  + Drew Heles (JHU -- not possible for him right now) or Emily Wuchner or Seth Robbins (Illinois)
  + Stephanie can talk to Emily (and others) at USETDA in September

**Action Items**

* Implement the test instance of Vireo 4.0 at TDL

Frank and Nick, week of July 30 - DONE

* Draft a heads-up message for the VUG listserv

Stephanie, to be sent out this week -- **Done and SENT July 31**

* Draft a message about the availability of Vireo 4 for testing

Stephanie, to be sent week of July 30

* Draft an e-mail message to be sent to potential development partners in the Vireo community sprint

Kristi and Courtney, draft ready for review the week of July 30 and sent the week of August 6 - done

* Create a Google form for capturing volunteer developers information - done

Courtney, draft ready for review the week of July 30 and sent the week of August 6

* Meeting to look at Confluence for Vireo 4 user documentation

Kristi, Courtney, Stephanie, and Billie, week of August 6 - SCHEDULED

* Developers’ documentation

Frank, beginning of October

* Successor for David’s position on the VUG Steering Committee

Stephanie, talk to Emily Wuchner (and possibly others at the USETDA conference in September)

* Doodle Poll for VUG Steering Committee meeting week of August 20  
  Billie -- **Done**