**Rolling Agenda and Notes -- VUG Steering Committee Meeting**

Link to BlueJeans <https://bluejeans.com/2489653490>

Reference Documents

* Notes from June 14 meeting: <https://docs.google.com/document/d/1YROboU4exPqldVnArexYQ5H-OZdkr6md3j0kofopvMw/edit>
* Notes from April 24 meeting: <https://docs.google.com/document/d/1zrGPwkpoKGSkAG18Z-cyLmHJjda_BHvJ7eRL6HQ3fPM/edit>
* Notes from March 22 meeting:
<https://docs.google.com/document/d/1ktEEXxEgFom6WywxF-XjTe05XmNlrUuUJ2YAoMz9iNA/edit>
* Notes from January 17 meeting: <https://docs.google.com/document/d/12n-A0psfoR0EXMzPNlYpzkspobvwniFaYtoM6eL1d9w/edit?usp=sharing>
* Potential outstanding issues with Vireo 4 (<https://github.com/TexasDigitalLibrary/Vireo/projects/19>)
* Draft Schedule: <https://drive.google.com/open?id=10kw2VL4qmEqM8iZZyD9YSCfftimPTmVj>
* Vireo Documentation: [https://texasdigitallibrary.atlassian.net/wiki/spaces/VUG/pages/87490693/Documentation+--+Vireo+4.0](https://texasdigitallibrary.atlassian.net/wiki/spaces/VUG/pages/87490693/Documentation%2B--%2BVireo%2B4.0)
* Vireo end user tasks for 2/18/2019 - 3/8/2019 Community Sprint: <https://texasdigitallibrary.atlassian.net/wiki/spaces/VUG/pages/871464961>
* Vireo end user tasks for future Community Sprint: [https://texasdigitallibrary.atlassian.net/wiki/spaces/VUG/pages/886407170/Vireo+end+user+tasks+for+future+Community+Sprint](https://texasdigitallibrary.atlassian.net/wiki/spaces/VUG/pages/886407170/Vireo%2Bend%2Buser%2Btasks%2Bfor%2Bfuture%2BCommunity%2BSprint)

**Agenda -- August 16, 2019**

* Next Sprint begins on August 19
* Feedback needed from Frank about the following
	+ Status of Deployment Documentation: [https://github.com/TexasDigitalLibrary/Vireo/wiki](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgithub.com%2FTexasDigitalLibrary%2FVireo%2Fwiki&data=01%7C01%7CBillie_Peterson%40baylor.edu%7C6d53d7b33e0544aed68e08d72105161c%7C22d2fb35256a459bbcf4dc23d42dc0a4%7C0&sdata=MxOaNjUVsGf7QM6VcNf5TvNlVgAK39G8VkMr9c2DGvk%3D&reserved=0)
	+ TAMU customizations: [https://drive.google.com/file/d/11Nw4MXI0euk\_qzTyPVmd0tHAyq\_ItBPB/view?usp=sharing](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdrive.google.com%2Ffile%2Fd%2F11Nw4MXI0euk_qzTyPVmd0tHAyq_ItBPB%2Fview%3Fusp%3Dsharing&data=01%7C01%7CBillie_Peterson%40baylor.edu%7C6d53d7b33e0544aed68e08d72105161c%7C22d2fb35256a459bbcf4dc23d42dc0a4%7C0&sdata=cAuCOFtAVCf0kb6t%2Ff2%2Bo89Jlolw0q4BEs%2B4rB6XJMQ%3D&reserved=0)
	+ James’ technical Override docs - both Stephanie and Chris added some ‘human’ language that is more user-oriented; SL making another document that is more plain English for Confluence (by mid-August). Where would James’ version best fit into github?
	+ Webinar – intro shared with Chris- what’s the plan?
	+ Migration development schedule
* Piloting Vireo 4
	+ Texas Tech (hosted by TDL)
	+ UT Southwestern Medical
	+ University of Houston (limited testing)
* Tabled for future meeting
	+ Pull request process
	+ Slack channel management

**Agenda -- July 12, 2019**

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

Regrets: Emily Wuchner, Frank Smutniak

* Update on June sprint - *almost all was accomplished and demoed on 7/3: Unfinished issues include*
	+ *1269 (Bug where Embargo edits will not save and no error msg is displayed)*
	+ *1158 (Deployment documentation) Steph erroneously thought the READ ME file was the deployment documentation. READ ME was updated but there is more to do*
		- *Frank working on it. This will be in github.*
		- [*https://github.com/TexasDigitalLibrary/Vireo/wiki*](https://github.com/TexasDigitalLibrary/Vireo/wiki) *-- this will be the home for development and migration documentation; FS is in progress*
	+ *842 (Code comments/ JavaDocs) this was originally placed on the mid-August release - Kevin prioritized*
	+ *In addition, TAMU demoed a customization for statuses and states which they made for their institution and requested that it be added to master branch. Discuss with VUG SC.* [*Link to details*](https://drive.google.com/file/d/11Nw4MXI0euk_qzTyPVmd0tHAyq_ItBPB/view?usp=sharing)
		- *May consider for 4.1*
		- *CM to get info from Frank about impact of inclusion of this functionality - for review in next meeting*
		- *KP - this brings up questions about pull requests from the VUG community; need process for this*
* User documentation -  *Everything except these sections are now publicly available: Override and Sync w/Parent; File Export Types, ProQuest Export Documentation, Copy of Hierarchical Organization Management (internal, will be deleted eventually)*
	+ *File Export Types is waiting until it’s all working*
	+ *ProQuest Export also just requires minor fix*
	+ *Hopefully these will all be publicly available with August release*
	+ *James documented Override docs - both Stephanie and Chris added some ‘human’ language that is more user-oriented; SL making another document that is more plain English for Confluence (by mid-August)*
		- *CM to ask Frank where James’ version would best fit in github*
* Plan for webinar date and/or videos
	+ *would August 20 (Tuesday) work for webinar? The August release should be completed by then.*
		- *Length? Audience? What to cover?*
			* *1.5 hours, 130PM - 3PM*
			* *Intro to Vireo (brief) - Chris and Frank*
			* *Shortened TCDL workshop - what’s new in Vireo 4 - Stephanie*
	+ *CM to set up registration and webinar, promote to VUG*
* DSpace export - embargo retention? FS embargo date present in current dspace export - will test import to dspace; was an issue that may have been resolved already? - Resolved
* Vireo License - *Resolved with 1289 and released*
* Sprint for go-live Mid-August - need FS for input into this
	+ TAMU participation? Need to verify
* Vireo 4 migration strategy
	+ Identify a couple of TDL institutions to work with Vireo 4 in fall 2019
		- Texas Tech
		- U of H can run in parallel but not ready for migration until at least Spring
		- *UT Southwestern expressed interest at VUG meeting at TCDL*
			* *CM will reach out to confirm*
	+ Outline for TDL migration strategy
		- TDL (end of summer) will install Vireo 4 in parallel to current production version Vireo 3.x at institution
		- Institution (fall)
			* identifies one unit participant to use Vireo 4 in production as ETD submission system for Fall submissions
			* sets up Vireo 4 to facilitate the production workflow
			* reports bugs/issues to Vireo 4 github, TDL helpdesk or via the user group
		- TDL (after fall submissions are complete) will migrate Vireo 3.x content to Vireo 4 production instance
			* Frank will extract new data from Vireo 4 instance; migrate Vireo 3 data; and then update with extracted Vireo 4 data
		- TDL will run Vireo 3 and Vireo 4 in parallel for the time being
		- Institution (Jan/Feb) will share experiences with the rest of the TDL membership during a webinar
		- Migration - users, submissions, and action logs are the three things that would be migrated from the database in Vireo 3, everything else will need to be set up again; Settings don’t come over
			* SL is interested in more information about what comes over in the ‘submissions’ and specifically the embargo’d info
		- TAMU migration plans? Ask in Vireo Slack
		- TX State wants to migrate Honors program as pilot in the fall; but if Frank completes migration documentation by mid-August release, TX State would like to test
		- KP suggested an informal WG to coordinate migration testing
	+ Training videos
		- Defer to fall
		- Shelly Barba may be available/willing to help with the videos
	+ Schedule for development of migration (Frank) - defer to next meeting
	+ August meeting? 16th at 930



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Begin | End | Task | Assigned | Notes |
| 4/16/2019 | 5/17/2019 | Training Materials | Stephanie | Agenda -hands on creation of parent/ child orgs, customizing workflows, editing field profiles, assigning controlled vocab |
| 4/24/2019 | ~~5/10/2019~~ | First draft of video transcripts | SC |  16 scripts to edit |
| 4/24/2019 | ~~5/31/2019~~ | Final development | Frank and ? | As of 4/23/19 development requested for issues labeled **Next** (13) **; In Progress** (7) **;**  **Review** (6) |
| 4/29/2019 | ~~5/17/2019~~ | Complete end user documentation | Stephanie |   |
| 5/13/2019 | ~~5/24/2019~~ | Complete video transcripts | SC |   |
| 5/21/2019 | 5/21/2019 | TCDL 1/2 day training | SL, CC, CM |  CC & CM to assist attendees with hands on exercises |
| ~~5/28/2019~~ | ~~6/14/2019~~ | Online Training Videos | SC |  16+ to create |
| **5/28/2019** | **6/26/2019** | **Migration planning/development ??** | CM &KP begin. Frank and ? after open source release |  Kristi took her vacation, so we’re meeting on the 23rd to outline our plan and will update the group that week. |
| ~~6/3/2019~~ | ~~6/7/2019~~ | ~~Final Beta Testing Window~~ |  |  ~~Will any more testing be required after current TAMU sprint? - Not necessary~~ |
| 6/3/2019 | 7/1/20199 | Complete Technical documentation | Frank and TAMU |  What is outstanding? |
| 6/10/2019 | 7/1/2019 | Final Bug fixes | Frank |   |
| 6/17/2019 | 7/1/2019 | Open Source Release | Frank |   |
| 6/17/2019 | ~~8/16/2019~~ | TDL migration window |  |  This would only be for one pilot migration |
|  | 8/16/2019 | Go Live release |  |  |
| ~~6/17/2019~~ | 8/16/2019 | Online Training | Stephanie |   |
| 9/1/2019 | 4/1/2020 | Migrations of TDL Vireo members |  |  |