**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>
* 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>

**Agenda -- August 16, 2019**

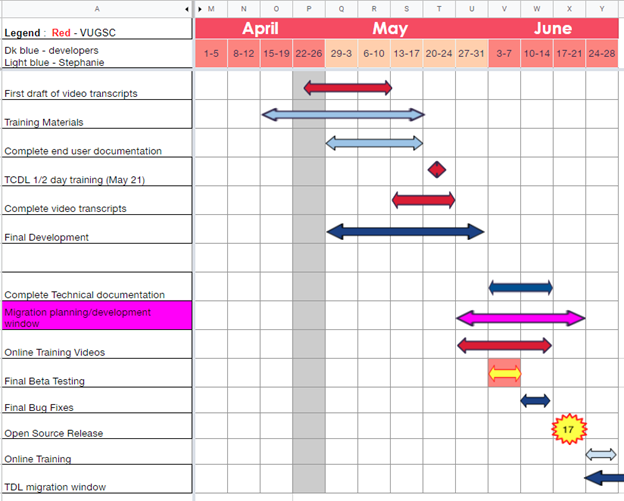
* Next Sprint begins on August 19
* Feedback needed from Frank about the following
  + Status of Deployment Documentation: [https://github.com/TexasDigitalLibrary/Vireo/wiki](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgithub.com%2FTexasDigitalLibrary%2FVireo%2Fwiki&data=01%7C01%7CBillie_Peterson%40baylor.edu%7C6d53d7b33e0544aed68e08d72105161c%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



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| --- | --- | --- | --- | --- |
| 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 |  |  |