**VUG Steering Committee Meeting -- June 14, 2019**

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

Present: Stephanie Larrison, Billie Peterson-Lugo, Courtney Mumma, Frank Smutniak, and Chris Starcher

Regrets: Kristi Park, Emily Wuchner

Reference Documents

* 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>
* 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

* TAMU sized with Frank this week, sprint begins next Monday with goal to release July 1
	+ Stephanie helped to distinguish between release requirements and ‘go live’ requirements
	+ Sizing with Frank and TAMU - 11 items, only 7 not started, 3 about documentation, 4 are ‘bugs’
	+ Stephanie asks for beta testing rather than July 1 release
		- VUG - small subgroup of testing; usually don’t test deployment
		- Direct outreach strategy
		- Frank - largely haven’t added features, rapid deployments
		- Chris agrees to skip beta tests for now; save user group for more valuable time
		- Billie - sees what we did at TCDL as testing for the release
* Goal to finish up user documentation by July 1 as well
	+ Kristi available to help when she gets back from vacation
	+ Stephanie says it’s mostly done - Proquest is outstanding, but largely the same as before; need to explain override and workflow steps; using sync with parent - define and describe use
* Online training and/or videos
	+ Need to update scripts - July
	+ TXETDA opportunity to present Vireo in the fall of 2019 (or when Stephanie is ready)
* Potential outstanding issues with Vireo 4 (see also <https://github.com/TexasDigitalLibrary/Vireo/projects/19>)
	+ ~~Export issue (see April agenda)~~ Resolved for DSpace simple export format
	+ ~~Advisor/batch comment issue (see April agenda)~~ FSS Nearly complete - included in next sprint
	+ ~~Students not receiving initial submission e-mail message; FS will review 1122 and 1123 (see April agenda)~~ Resolved/Delayed
	+ Vireo software license (see April agenda)
		- Weaver has the MIT license
		- Current license is BSD 2-Clause "Simplified" or "FreeBSD" license
		- Discuss/consider GPL 2.0 - free to use, and any modified versions must also be freely available. This means modified versions can be sold, but the modified code must be freely available.
			* Justifiable since Vireo 4 is an end-product
			* Protects us
		- ~~Frank recommending MIT license for everything -~~
		- Do we need to create an issue to start a license file?
			* Will just be part of the github -- CM to do
		- For reference: <https://en.wikipedia.org/wiki/License_compatibility>, <https://opensource.org/licenses>
	+ “Wobbliness” of Vireo during workshop at TCDL
		- An issue arose that is part of the current sprint - hanging modal
* Update on the status of Vireo 4 development since April meeting and TCDL
	+ (see also <https://github.com/TexasDigitalLibrary/Vireo/projects/19>)
* Vireo 4 release and migration strategy after VUG meeting at TCDL
	+ FS advises release even if migration strategy isn’t ready so folks can use/test it
	+ Texas State will help test migration
	+ Updated schedule (see April agenda for notes)
	+ Frank working with TAMU over the next week to figure out exactly what needs to be migrated and document it - Slack and Confluence documentation as a result
	+ KP and CM meeting about services in a week and discussing Vireo migration is part of that
* Testing
	+ Need to test DSpace export - embargo retention? FSS embargo date present in current dspace export - will test import to dspace.
		- Was an issue that may have been resolved already
	+ Courtney, Billie and Stephanie to work on draft release email



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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 |  |  |