**VUG Steering Committee Meeting -- March 22, 2019**

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

Present: Stephanie Larrison, Courtney Mumma, Kristi Park, Billie Peterson-Lugo, Chris Starcher, and Emily Wuchner·

Reference Documents

* 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>
* 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

* Community Sprint (Feb 18, 2019 - March 8, 2019)
  + 1 volunteer -- Josefine at UT Dallas, reviewed Excel export
  + New devs - Jeremy Huff, TAMU & Walt Yantis, Texas State, Chris Starcher - Tech
  + Direct questions and tasks sent to UT (Renee and Holly) and Texas Tech (Shelley)
  + Texas State deployed and tested Vireo 4
  + No time to reach out to Texas A&M (undergrad/honors thesis folks) or UNT for assignments
  + Exports dominated the sprint, so some items were dropped / delayed
    - Shelley willing to help post-sprint; Stephanie will reach out once there is a testable fix
    - Frank working on the export issue right now; depending on what he discovers they may schedule a mini-sprint
  + Users group assistance is better facilitated directly
* Vireo 4 documentation
  + Review status of documentation [assignments](https://docs.google.com/spreadsheets/d/1lgOnakAKymKeMU_gviUFeNznVCmDQHVxe03VQMrD-Y8/edit?usp=sharing)
  + Mark assignment “done” when completed with first draft
  + TDL has lost student assistant to help with documentation and since it’s mid-semester, not sure they will get one
* Update from March 19 Post Sprint Review Meeting
  + Video shared with VUGSC (let Courtney know if you didn’t get it)
  + Proposed Exporter Sprint with Demo - short, may ask Trinity to test (progress already made on this); TDL meeting with them next week
  + Customized submission statuses - issue for TAMU and Princeton, potentially others - decision to leave off Vireo 4 push, include work in later point release
* Waffle.io (<https://waffle.io/>) going out of business, ceasing on May 16, 2019
  + Frank has begun discussion about this and there are instructions from the Waffle team to port to Github; Github has functionality that we’re not using that is comparable to Waffle; Frank is also looking into other options <https://help.waffle.io/waffle-shutdown/migration-to-github-projects/migrate-to-github-projects>
* Discussion
  + “Advisor” cannot be used in Batch comment because it is a CRUDable field (Create, read, update, delete) – see #1150. UT uses this feature a lot; Illinois also uses it. The issue may be that you could have multiple advisors and the system won’t know which one to use. What are possible workarounds? What if there’s only one advisor; will it work if that constraint is in place? Default to whatever the functionality is in Vireo 3. Stephanie will ask James.
  + Chris are #1122 and #1123 the ones that would fix emails going out on submission? Student doesn’t receive the initial submission e-mail. Stephanie tested during this most recent sprint and it still wasn’t working. The key may be that you have to be logged in as a student when making the submission. This issue needs to be resolved before Vireo 4 is released. Chris doesn’t know that #1122 and #1123 apply to this issue. There could be multiple points of failure. Chris will look into this issue. If so, Stephanie needs to put them as Next.
* License analysis needed
  + Boundaries of the open source license associated with Vireo software
  + License is pretty permissive and hasn’t been looked at in several years; seems like this is a good opportunity to review the license as TDL gets ready to release Vireo 4
  + For example, could look at a less-permissive license that requires that people submit changes back to the code
  + MIT license has no restrictions in any form, which is the license currently used for Vireo
  + For the next meeting, Courtney can look at the current license and make recommendations for other types of license
* Consider adding Frank to these meetings? Agreed that this is a good idea
* Final beta testing for Vireo -- need a date
  + All of the known bugs fixed, things that we know will be a problem
  + Stephanie has sent to Frank via Slack small issues that could be fixed in a 2nd release of Vireo 4; necessary to go live but not for first deployment
  + TCDL could be a good opportunity to get people excited/interested in testing Vireo 4
  + Late May/early June;
  + Open source release loosely scheduled for mid-June

**Next meeting**: Wednesday, April 24 at 10:00 am CDT; Emily will not be able to attend

**Action Items**

* Shelley from Texas Tech is willing to test the export issue once it’s been resolved -- **Stephanie** will follow-up with Shelley
* **Kristi and Courtney** have a meeting with personnel from Trinity next week and may bring up Vireo testing with them
* **Stephanie** will discuss the advisor/batch comment issue with James Creel to see if we can default to the functionality that currently works in Vireo; i.e., will it work if constrained to one advisor (instead of multiple advisors)
* **Chris** will investigate the issue of students not receiving the initial submission e-mail message and whether or not that issue is connected to #1122 and #1123
* Prior to the next meeting, **Courtney** will look at the current Vireo software license and provide some recommendations of other types of licenses to consider