VUG Steering Committee Meeting -- November 16, 2017

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

**Next Meeting**: 10:00 CST December 13, 2017

Agenda

* Vireo 4 Deployment/Testing Discussion
	+ It’s possible that the issues that Stephanie has been seeing in using Vireo are associated with the deployment of Vireo 4. Kristi will check with Nick; he has a heavy load and is working on some other projects right now, but should be able to look at Vireo 4 tomorrow.
	+ Using the Vireo Slack channel is most likely the best way to communicate issues with Nick. Chris and the A&M developers monitor that channel.
	+ Stephanie has asked Nick to completely restart Vireo.
	+ At what point do we need to make a decision to delay the Vireo 4 testing? Thursday, November 30, which would give Stephanie 2 weeks to get through everything
	+ Work to be done before we’re ready for testing
		- develop a “script” to use when showing people Vireo 4
		- provide step-by-step instructions we want people to use in performing functions, the functions people will use the most
		- provide “boundaries” on what they can do to avoid messing up the work of others
		- Complete the checklist/rubric document
		- try the system out as you would use it
		- set up a webinar for the testers
		- need to get SWORD setup for testing; Nick knows that is part of what needs to be done for providing a testing environment;
		- Verify e-mail functionality; Kristi will check to see if that will be available;
	+ The latest we can extend/complete testing (without going into summer) is the end of February, which means testing around February 12 - March 4. Let’s see where we are with the test installation by Tuesday, November 21. Kristi will monitor the deployment with Nick and Stephanie and get in touch with the VUG steering committee
	+ Stagger access to Vireo and then reset it for the next group of testers? To do this, there would be a number of areas that would have to be edited for each reset, maybe about 20 minutes of work. Another thought is to have those who test just test one function and then another function. Changing functions that are already set up. One of the boundaries would be to not test the inheritance functions. Whether or not they can use it; how it works for them.
	+ Stephanie would need us (Chris, David, Billie) to test her documentation before turning it loose on those who will test, possibly the first week in January? Testing documentation would focus on new/different functionality.
	+ For webinars use BlueJeans or Adobe Connect. Either one will work for recordings. Kristi will look into getting a higher level recording. Also need instructions on how to put information into GitHub. Chris can show people how to use GitHub for reporting issues. Need to sign up for an account in GitHub. Another reason why members of the Steering Committee should submit issues to GitHub. Nick also needs to be available during the testing period.
	+ Does Stephanie need to be on the Slack channel? Where should Stephanie need to report issues; Kristi can add Stephanie to the TDL JIRA; TDL runs a separate JIRA from the one A&M developers run; with the A&M developers, she sends an e-mail message to James; for now, keep e-mailing Nick and Kristi will talk to Nick to see if he has a preference for receiving the tickets;
	+ Kristi will see if she has access to the Google form (<https://goo.gl/forms/EsnjKv9ERTnNpwk42>) and contact Ryan if she doesn’t
* Bibliolab Discussion
	+ Kristi talked to the Board and no real need to get their approval; Board would come into play if some type of formal financial/partnership relationship is established;
	+ Need to add Bibliolab to Vireo Slack channel
* Checklist/rubric -- David
	+ Partial draft of rubric here: <https://docs.google.com/spreadsheets/d/1YPR2AzZ9pQyzqucETVdpyXbB_UEd3-5WBE8KlGRAtOY/edit#gid=123279912>
	+ Flesh out broader strokes and not provide too many details
	+ Everything is dependent on the workflow that is created;
	+ suggest that student upload is tested first;
	+ set up a list of departments, degrees, etc.; on the administrative side ask them to upload or modify existing data;
	+ Will need to provide some parameters;