VUG Steering Committee Meeting -- October 24, 2018

Present: Stephanie Larrison, Billie Peterson-Lugo, Courtney Mumma, David Reynolds, and Chris Starcher

Absent: Kristi Park

Agenda

* Update on Vireo community Sprint
	+ Learned about volunteers
	+ Development documentation created -- Monika did test the development documentation and talked to Frank about the process, which gave him guidance on modifying the documentation
	+ Will be useful info towards creating next sprint
	+ along with Stephanie’s perspective of Vireo 4.0 as the product owner
		- Volunteers from TAMU didn’t get a chance to test because no test site until last day - lesson learned to have a test site up earlier if possible for testing volunteers
	+ Chris and Ryan worked through a number of tickets; there’s a pull request with the staging branch associated with the community sprint; should be merged with the main branch shortly; Frank working with Ryan and some of the exports have been wrapped up
	+ For the next sprint, TDL will monitor the sprint more carefully and improve the communication process; most important thing is getting the documentation ready in order to draw in more developers
	+ Frank’s deployment: master, which should be the same as 4.0.x prior to yesterday's (October 23) pull request
* Discuss plan for completion of Vireo 4 (including automation processes and migration strategy)
	+ Roadmap has **Vireo 4 dev going until end of Feb 2019**, including migration strategy -- from January thru February, Kristi and Courtney will work on the details of migration, including if institutions have to migrate or if TDL will continue to support Vireo 3 and allow institutions to make a choice
	+ Frank will be the lead developer on Vireo 4 going forward; need to have a meeting with Texas A&M people to see how they want to engage during the first 2 months of 2019
	+ TDL plans to migrate members during the summer, beginning mid-June 2019 through August 2019.
		- Stephanie will request some Texas State local review of the dev docs and update this group
* Discuss plans for training and documentation
	+ Reserve space at Pickle or UT Campus for full day of training May 19, May 23 or May 24th -pre or post TCDL conference?
		- TCDL has some room for a pre-conference Vireo 4 Changes half day workshop, geared towards Vireo 3 users/admins, not new Vireo users
		- Billie commented that some people who need the training don’t typically come to TCDL
		- How does the group feel about webinars -- good but also need the in-person training
		- Training for admins and users, not care/feeding of the system (which isn’t necessary about this stage)
	+ Copy all documentation from <http://vireoetd.org> to <https://texasdigitallibrary.atlassian.neti/spaces/VUG/>
		- Review and edit; create new screenshots
		- Create new documentation on settings, creating organizations, hierarchical structures, and workflows -- Stephanie
		- TDL has a very good student worker who has been working on TDR documentation and has turned out to be very good; once Stephanie has identified items for the student to work on, they can give the students those assignments;
		- Create new videos -- any videos TDL creates can be captioned; functionality in YouTube where you can pull the transcript, which is a good start for creating new videos; put transcripts into Google Docs for group editing; use Google Docs for drafting because there is a limited number of users available to TDL in Confluence; linking from Confluence to Google Docs; put the final draft of the script into Confluence; over time can use versionion in the title of the documents; TDL had the scripts from the original videos and Courtney moved them and migrated them to Google Docs for editing. She created copies of each prepended by “Vireo4-draft-“ to edit for Vireo 4: [https://drive.google.com/drive/folders/1xE8iUeEULDWK69Zp7J1nm3xIFFEJWl9P?usp=sharing](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdrive.google.com%2Fdrive%2Ffolders%2F1xE8iUeEULDWK69Zp7J1nm3xIFFEJWl9P%3Fusp%3Dsharing&data=01%7C01%7CBillie_Peterson%40baylor.edu%7C27ff22298864443721e008d639ea439b%7C22d2fb35256a459bbcf4dc23d42dc0a4%7C0&sdata=s3Eh0t3uygttGbkVOX3gEERNL2w7wSXE91TNWnHryBQ%3D&reserved=0)
		- Vireo 4 Documentation (Stephanie’s [inventory](https://docs.google.com/document/d/1Ognlj3YpLcfNxLLPAtGrr4ITHJlbjo2nVrYIvosa9JQ/edit)) and [VUG Confluence site](https://texasdigitallibrary.atlassian.net/wiki/spacedirectory/view.action)
	+ Find volunteer to test deployment documentation (assuming Monika was not able to do this on community sprint - she did a little CM) -- [https://texasdigitallibrary.atlassian.net/wiki/spaces/TTD/pages/764706884/Vireo+4+Development](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftexasdigitallibrary.atlassian.net%2Fwiki%2Fspaces%2FTTD%2Fpages%2F764706884%2FVireo%2B4%2BDevelopment&data=01%7C01%7CBillie_Peterson%40baylor.edu%7C5e4024e88ef1489ea50d08d61f3766eb%7C22d2fb35256a459bbcf4dc23d42dc0a4%7C1&sdata=8lk3H6t0wmwSNymtrSGZRrBHW%2FCnvDmtplRQGlj0L0g%3D&reserved=0)
	+ **Deadline** for first draft of documentation completed by the **end of February**, with the videos completed after that date (between February and early May) so they reflect what Vireo 4 looks like; have the transcripts edited by the end of February
* Replacement for David’s Steering Committee position

**Action Items**

* ~~Communicate now -- information from USETDA; announce that 1st community sprint has been completed and deployed at:~~ [~~https://test-etd.tdl.org~~](https://test-etd.tdl.org)~~; mention that David is retiring but not~~
* Find replacement for David’s Steering Committee position -- Stephanie will contact Emily
* In Dec or Jan, TDL will set a date for the next community sprint
* ~~Courtney will ask the TCDL organizers if adding Vireo training to TCDL is viable~~
* ~~Move Vireo videos to YouTube -- Courtney will open a help desk ticket for this~~
* ~~Pull transcripts of existing Vireo videos from YouTube -- Courtney~~
* TDL had the scripts from the original videos and I’ve moved them here and migrated them to Google Docs for editing. We should make copies to edit for Vireo 4: <https://drive.google.com/drive/folders/1xE8iUeEULDWK69Zp7J1nm3xIFFEJWl9P?usp=sharing>
* On the next call look at divvying up the work for editing the documentation
* ~~Schedule next meeting -- November 29 at 9:00 am~~
* Communicate plan for development completion, training, and migration to VUG -- wait until December to provide information on plans for 2019