VUG Steering Committee Meeting -- September 21, 2017

Present: Stephanie Larrison, Billie Peterson-Lugo, Chris Starcher, David Reynolds, and Ryan Steans

**Next Meeting**: Wednesday, October 4 at 10:00 AM (CDT)

I’ve placed on the agenda those items that I believe have the highest priority out of the items that Stephanie listed on her notes after the last Vireo 4 public demo.

Agenda/Notes

1. Bibliolab development assistance -- phone call between Bibliolab personnel, Stephanie, and Chris
	1. Support Vireo but provide a hosting solution for those who want to use it
	2. Puts Bibliolab in direct competition with TDL for hosting -- looking for a commitment from them, such as “not in Texas”
	3. There’s no way to control whether Bibliolab enters the market or not; might be better to have them part of the project
	4. The one bit of functionality that they would like to add to Vireo is multi-tenancy; this could be of interest to TDL? The rest they said they would help with is getting it out the door, bug fixes and missing functionality
	5. Multi-tenancy is actually a problem from TDL perspective because they need to hand over the piece of the service back to the institution; multi-tenancy doesn’t accommodate that need very well
	6. Value of having the assistance with programming vs. the potential of someone else being seen as the leader/owner of Vireo is significant; potential to lose control of the product
	7. Partnership/sponsorship of the project might be something to consider; only as much flexibility as the Governing Board will allow; mandate from the Board that TDL be the home of Vireo
	8. **Action Item**: Ryan will talk to Kristi and then come back to this group for additional discussion; decide whether or not to bring this topic to the Board
	9. **Action Item**: Bibliolab will be talking to Stephanie and Chris next week because they are interested in the outcome of today’s meeting; they will convey that TDL needs to do some more investigation
	10. **Potential Action Item**: TDL talk to Bibliolab with VUG Steering Committee before going to the Board in November
2. Message to VUG listserv to see if anyone has concerns about “releasing” this beta version -- for testing -- knowing some functions are still not available
	1. Other VUG members would be interested in seeing how things are going
	2. In the announcement highlight some high-level things that have changed, it would be a good way to entice them
	3. Some functions not yet available in Vireo 4 that are available in Vireo 3, but don’t list them;
	4. Testers may identify missing functions that we already know about, but they may also discover missing functionality that we don’t know about
	5. **Action Item**: Billie will draft a message for the VUG and send it to the VUG Steering Committee for review/comments before distributing it
3. Timeline for bringing up Vireo 4 in test environment at TDL
	1. Bring up 2 versions: Dev (for testing) and training box (for using, once we have the “okay” from Stephanie, et. al.);
	2. **Action Item**: Ryan will work with bringing up the Dev version of Vireo 4 by September 27 or 28, depending on the set up of accounts
4. Details for testing Vireo 4
	1. Do we do test Vireo 4 before October 27 sprint or after the sprint?
		1. Perhaps have a very small, close group test before October 27 and then open it for fuller testing after the sprint
		2. Gives us some ability to prepare documentation/rubrics/etc.
		3. **Decision**: Don’t ask testers to test twice
	2. Tell those testing that they will want to set aside/commit to 2 ½-days for testing; use of a testing rubric should facilitate this process
		1. David will have a new part time person who he can assign to testing Vireo 4
		2. Vireo 4 is different and may frustrate people if some guidance isn’t provided: documentation; demo to small group; create several short videos (feature by feature)
	3. Documentation creation, including communicating known issues -- **Action Item**: TDL just obtained Confluence (https://www.atlassian.com/software/confluence) and Ryan will set up accounts for us to use for documentation creation
	4. Prepare a rubric on functions that testers should try; David was working on a testing rubric, but it was getting too detailed; with a big enough pool, we could dole out specific tasks; **Action Item**: David will look at/revise the checklist he was working on and share it with the group next week
	5. Identifying those who are willing/able to test -- **Action Item**: On Monday, Billie will talk to Renee Babcock, Shelley Barba, and Colleen Lyon about testing Vireo 4
	6. Introductory webinar -- for all or only for those who are testing
	7. Collecting feedback -- Have testers send issues to TDL Support via a form so the information can be entered into JIRA; **Action Item**: Ryan will look into whether or not Google forms will work for this, specifically whether or not they support the uploading of images (screen shots)
5. Reorganization of the VUG
	1. Dataverse as an example; have been able to reach outside of Harvard, with people around the world using the product
	2. Spending time on outreach from the VUG and identify other universities; every time they present they get some “name brand” schools
	3. Both getting the word out, as well as getting code contributions