Repository Steering Committee Meeting Minutes
September 14, 2005

Present: Grace Agnew, Chair; Kalaivani Ananthan, Recorder; Dave Hoover (guest) via teleconference; Ron Jantz; Linda Langschied; Rhonda Marker; Ann Montanaro; Mary Beth Weber

Announcement: Grace attended a SUN Centers of Excellence meeting. Some current sites are Cornell, Stanford and WGBH.

1. Version documentation

Dave Hoover joined the meeting via teleconference to discuss this issue. We all agreed that we need to standardize the versioning. For programming code, we need release notes between releases. The committee recommended beginning with stating what would be in a version. Grace suggested beginning with high level review. We also need a README file.

Actions:
  a) The Staffing Working Group should work on a new position. The responsibilities of this person will include system test, release manager and software methodology.
  b) Ron will look into Software Methodology course outside of Rutgers for programmers.
  c) The Software Architecture Working Group should enforce Best Practices for Programming.
  d) Add Chad Mills to Software Architecture Working Group.

2. House Keeping

The committee discussed what lists should we have, who maintains them, who is on them and what documentation we need from working groups. We decided to open the repository steering committee list to allow non-members to post to the list. It was suggested that the working groups should start distributing minutes to the Repository Steering Committee, and the minutes should include action items, working group assumptions, and areas of unresolved disagreements.

Action: Grace will open the list to allow non-members to post, and remind people to copy all recipients when responding to emails from non-members.

3. Review of existing projects

The committee reviewed four existing projects: ETD, Latin American Pamphlets, Edison Project (Mopix), JOHP. Ann Montanaro is the Project Manager for ETD. Ron suggested that a demo should be scheduled for the repository steering committee. The Latin American Pamphlets database needs clean up before integrating into the repository. Rhonda will talk to Lourdes about this project. Rhonda reported that all the metadata for

Mopix project is completed in Access database. Mary Beth reported that Charlotte and Sharon would be entering metadata in WMS for JOHP. A couple of questions were raised. Can we make the transcripts available? Can these be attached to oral histories?
Actions:
   a) Ann Montanaro will convene a meeting with the New Brunswick Graduate School and top level RUL project personnel (Ann, Grace, Ron, John K).
   b) Rhonda Marker will be the Project Manger for Latin American Pamphlets project. She will work with Mary Beth and the Metadata Working Group and report back to us at the next meeting.
   c) Yang will work on a utility to map data in Access such as the Mopix metadata and to ingest all the objects into the repository.
   d) Mary Beth will be the Project Manager for Holton project and will look into the questions raised by the committee.

4. Testing Procedure

Kalaivani explained the difficulties she has been facing in testing the software. We decided that there should be a better plan for the repository software testing. We need more people involved in testing, and staff time should be committed during test cycles. Rhonda suggested that we include a new tester (a naïve user) in each test cycle.

Action:
   The Metadata Working Group should build out a test plan and identify testers.

5. High Level Architecture Overview

Ron distributed the RUL digital library architecture diagram via email. This will be used at the Software Architecture Working Group meeting on September 22nd.

Action:
    Ron should look into editing/exporting records functionality.

6. Architecture Tasks

Ron distributed a list of architecture tasks via email. The committee reviewed the list of tasks.

Actions:
  a) The Faculty Services Working Group and the Software Architecture Working Group should meet together to go over the collection architecture. The Faculty Services Working Group will give the Software Architecture Working Group the criteria for a portal.
  b) Kalaivani Ananthan will be the "database coordinator" to create a xml DTD/schema. She will attend a xml class to refresh her skills.

By next meeting of the Steering Committee, all working groups should have met at least once.

The next meeting will be held on Monday, September 26, 2005.

Next recorder: Ron Jantz

Kalaivani Ananthan
9/21/05