

## Repository Steering Committee Meeting Minutes

October 26, 2005

Present: Kalaivani Ananthan; Dave Hoover, guest; Ron Jantz; Linda Langschied, conducting; Ann Montanaro, recorder; Mary Beth Weber.

1. Dave discussed the migration of the software from the SCC to Systems. Necessary patches and updates to code have been noted and corrected. Amberfish is working in the production version. Collections without objects were causing errors and have been inactivated. Other error messages are still appearing in the logs identifying potential problems and they need to be reviewed and/or addressed. Objects are being “cleaned up” at the SCC and will be resent and reloaded. Communication needs to be improved as there are many participants with code that works together. Programmers need to use “include files” and drop hard coded machine references so that the software can move to Systems without errors. The EMM is not currently linked from NJDH and it will remain at the SCC until release 1.1 or until fully tested.

Most of the problems in WMS have been fixed and testing needs to be completed. Dave will finish the migration this week. System testing will be done the week beginning October 31. Dave will receive a corrected version the week of November 7 and it will be available from Systems on November 15.

2. The minutes from the meeting of September 29 were approved as amended.

3. The glossary of terms was distributed for review and will be on the agenda for the next meeting.

4. Discussion of d-Rkive documents. The committee reviewed both the Projects and Policies documents and recommended that they be merged into one document. The committee had a lengthy discussion of each item on the Project page and recommended the following changes to “d-Rikive Short Term Objectives / Deliverables - Projects.” Proposed changes are attached. The original page has been reordered with changes noted in blue.

The policies document was not discussed in detail and needs review after the project document is revised.

5. The agenda items for the next meeting include collection structure, review of the glossary, and object structure for audio files.