2018-01-23 Meeting Agenda and Notes

Date
23 Jan 2018 11:00 AM EST at https://cornell.zoom.us/j/703126880

Topic: Samvera Documentation WG
Time: this is a recurring meeting Meet anytime

Join from PC, Mac, Linux, iOS or Android: https://cornell.zoom.us/j/703126880

Or iPhone one-tap (US Toll): +14086380968,703126880# or +16465588656,703126880#

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Dial: +1 408 638 0968 (US Toll) or +1 646 558 8656 (US Toll)
Meeting ID: 703 126 880
International numbers available: https://cornell.zoom.us/zoomconference?m=kETmSkQJw5MtUhdEDgGzCI7yPcJrhY

Or an H.323/SIP room system:
H.323:
162.255.37.11 (US West)
162.255.36.11 (US East)
221.122.88.195 (China)
115.114.131.7 (India)
213.19.144.110 (EMEA)
202.177.207.158 (Australia)
209.211.110 (Hong Kong)
Meeting ID: 703 126 880

SIP: 703126880@zoomcrc.com

Or Skype for Business (Lync):
https://cornell.zoom.us/skype/703126880

Facilitator: Jennifer Lindner
Notetaker: Bess Sadler

Attendees
• Ryan Steans
• Andrew Myers
• Jennifer Lindner
• Bess Sadler

Regrets:
• LaRita Robinson
• Lynette Rayle

Agenda / Notes:
1. Roll call (please log in above)
2. Review project board: https://github.com/projecthydra/projecthydra.github.io/projects/1
   a. Reporting on items completed since last meeting
      i. Jen did a slack call with Mike Giarlo about the actor stack
         1. Sent the questions ahead of time
         2. Conducted the interview online
         3. Wrote up the results
      4. Asked for review of what was written
      5. Writeup here: https://github.com/samvera/samvera.github.io/pull/184/files
   ii. This seems like a promising process.
   iii. Any followup of Drew's letter to Jekyll Tom Johnson
      1. Tom got back to Drew and made some suggestions, e.g., tabbed navigation for versioned content
      2. Here is the correspondence: https://gist.github.com/afred/54b5c47005c959417981bb3d4a6cf8ef
      3. The doc theme we use is about to be replaced with a new improved one. It adds navigation and tabs for versioning.
         We should try to upgrade to it. There are some changes we'd have to make, but likely worth it.
      4. Example of tab navigation which we might use for versioning: http://idratherbewriting.com/documentation-theme-jekyll/mydoc_navtabs.html
      5. Jekyll Tom doesn't have any capacity for freelancing, but he recommended a technical writer for us.
6. Jenn is going to reach out to Tia (the technical writer that Jekyll Tom recommended) and see what she'd charge for a four hour consultation about improving our navigation, information architecture, and cleaning up the interview Jenn wrote.
   b. Review status of in-process tickets
   c. Discuss ready items & groom backlog
      i. Any new items needed?
      ii. What should be moved to ready?
3. Other agenda:
   a. (add your items here)
4. Pick facilitator / notetaker for next time
   a. Notetaker is responsible to copy template agenda into a new agenda for next meeting and add any followup items immediately.

Notes:
1. Discussion re: project board items
2. Other discussion
3. Facilitator & Notetaker for next meeting
   a. Facilitator: Jennifer Lindner
   b. Notetaker: Ryan Steans

Action items