2017-11-14 Meeting

Date
14 Nov 2017 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=kETmSkQJwRw5MtUhdEDgGzCI7yPcJrhY

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)
   209.9.211.110 (Hong Kong)
Meeting ID: 703 126 880

SIP: 703126880@zoomcrc.com

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

Facilitator: LaRita Robinson
Notetaker: To be decided

Attendees

- Andrew Myers
- Ryan Steans - Avalon Community Manager
- LaRita Robinson (Notre Dame)
- Lynette Rayle (Cornell)
- Jennifer Lindner
- Travis Lilleberg
- Bess Sadler

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
   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. Welcome, Ryan Steans!
      i. How can we use Ryan’s time to get more resources for documentation?
      ii. We have some infrastructure in place for tracking versioning, but it’s not ideal. Could we improve the template to better handle versioning?
      iii. Can we hire someone to write some documentation? What would that look like? (Discussion ensued.)
      iv. Could they co-locate and organize existing documentation?
   v. Better structure or layout for documentation?
   vi. Lots of enthusiasm for hiring someone who really knows jekyll
   vii. Could we hire someone to organize a documentation sprint?
   viii. Could we get some training for people about writing documentation?
   ix. Can we host a “Write the Docs” event? How about a virtual event where we:
      1. Identify top priorities
2. Identify who has the knowledge
3. Pair (or triple) them up with someone who can interview them and take notes – or maybe it's a webinar?
4. Process those notes after into digestable docs

b. Proposal:
   i. Let's announce an event – what does it look like?
   ii. Outcomes: Actual documentation
a. Potential uses for the financial support
   i. Restructure jekyll theme especially for left hand menu structure, addressing versioning across multiple gems, generalized organization of the site
   ii. Moving existing documentation spread across all the wikis to move the documentation to the centralized samvera.github.io site
   iii. Writing documentation (this requires some expertise that may present an obstacle)

b. Use of Ryan's time
   i. Organize short term focused documentation effort that can be used as a prototype for bi-annual documentation efforts
      1. Option 1: Webinar style with a primary interviewer but that anyone in the community can attend and ask questions (would need to be shorter for Webinar part and use followup meetings for clarification and document writing)
      2. Option 2: Pared developer - documentor virtual sprint – (perhaps 1-3 days in length)
   ii. For both options,
      1. There needs to be a prioritization process of which docs to write that includes the general prioritization of the working group AND voting by the community
      2. Determine the number of features/processes that we can document during this effort
      3. There needs to be an identification process of the developer expert for that area and an appropriate documentor to capture the knowledge in documentation

5. 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: Bess Sadler
   b. Notetaker: Unknown User (rsteans@austin.utexas.edu)

Action items

☐ Ryan will set up a doodle poll for a followup meeting to solidify our plan. Andrew, Bess, Jennifer, and Lynette want to attend that meeting.

☐ Re-charter the working group, as the current charter has come to an end.