2018-10-30 Meeting Agenda and Notes

Date: 30 Oct 2018
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#

Or Telephone:
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=kETmSkQJwRwSMTUhdEDgGzOi7yPcJrhY

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: Andrew Myers
Notetaker:

Attendees (please log in)
- Andrew Myers
- Bess Sadler

Agenda / Notes:

1. Add additional agenda items if needed.
2. Work on outstanding action items (list from last meeting was copied to this meeting)

Action items

- Cross linking - Call out external sources of documentation, with a brief descriptions of what they're talking about.
  - For each external source, spend 1/2 hour or so, to identify a good spot for a link back
  - Contact person who manages external documentation source, and ask them to put the link.

- Categorize all pages under the following:
  1. Community
  2. Users
  3. Developers
  4. Admins
     - At the next meeting, we see how well those categories are suited, if we need different categories
     - The purpose of the top-level categories is to better define the information architecture of the site.
     - We want to identify audience (e.g. Developers) and/or process (e.g. Testing)
     - Structurally, the home page will be replaced by a more modernized page displaying the top-level categories, and maybe a brief description of each.