

# 2020-09-29 Whitman College Migration Pilot Kick-off

## Attendees

- Alan Stanley
- Amy Blau
- Andrew Woods
- Ben Murphy
- Dana Bronson
- Danny Bernstein
- Dara Virks
- David Wilcox
- Kun Lin
- Noah Smith
- Paige Morfitt

## Agenda

Time	Topic
10:00am - 10:15am	Welcome and introductions <ol style="list-style-type: none"><li>1. Name, institution, role on project</li><li>2. High-level description of the pilot</li></ol>
10:15am - 10:35am	Project goals <ol style="list-style-type: none"><li>1. What is the desired end-state for the pilot?</li><li>2. What goals do we want to achieve?</li><li>3. Are there any concerns about these goals?</li></ol>
10:35am - 11:15pm	<a href="#">Project plan</a> <ol style="list-style-type: none"><li>1. Timelines and deliverables</li><li>2. Roles and responsibilities</li><li>3. Requirements gathering</li></ol>
11:15pm - 11:25pm	Break
11:25pm - 11:45pm	Project infrastructure <ol style="list-style-type: none"><li>1. Communication channels and frequency</li><li>2. Issue reporting and tracking</li></ol>
11:45pm - 12:00pm	Wrap-up and next steps

## Resources

- [Project Plan \(Draft\)](#)

## Notes

### Introductions:

Amy Blau: project manager on the Whitman side

Kun Lin : technical / development (Whitman)

Paige Morfitt : metadata librarian at Whitman

Noah Smith: Born Digital lead

Dara Virks: technical project manager at Born Digital

Ben Murphy: archivist and head of digital services at Whitman

Dana Bronson : Associate librarian at Whitman

Alan Stanley - Islandora Developer

Andrew Woods and Danny Bernstein : Fedora co-technical leads : will be supporting the effort.

## High level description:

We're using the pilots as opportunities to lower barriers to migrations for everyone in the ecosystem

- focus on documentation of
  - of processes
  - best practices
  - tools
- outcome of the pilots should be a toolkit that will expedite and simplify migrations
- we have grant funds to support a "migration camp/workshop"

## Project Goals

1. Successful migration from to Islandora8 deployed in production environment (Lyrasis)
2. Thorough documentation of all aspects of the migration. (Whitman)
3. Use the Isle project as the vehicle for deployment (Born Digital)
4. Theme development to support successful deployment of newspaper repos (Born Digital)
5. Ideally fully migrate to Islandora 8 with standard newspapers and oral histories themes. (Whitman)
6. Clarify what components/features will be delayed (if anyone) (Whitman)
7. Minimize bespoke development

We should go through the gaps analysis with a fine-toothed comb in order to make sure that everything that is a hard requirement is on the development schedule.

## Project Plan

*See link above.*

Does the scope sound reasonable?

(no objections)

It is important for us as a group to be clear about what features/development/etc will be covered by the grant versus what will not.

We should have a plan for a "content freeze" in order to allow for an orderly migration.

Question: are we interested in bringing over metadata revision history along in the migration?

Whitman: probably not - that is less important than making sure that everything that is working for us in 7 continues to work in 8?

Funders are concerned fundamentally with successful migrations of the data from one version of the user facing software to the next. Not so much having a "complete" (read versions included) migration of Fedora.

Whitman: interested in **S3 support** (in order to control costs), new content ingesting (post migration).

***The S3 support is needed at the Fedora layer for clarification.***

Who will Whitman be working with on the metadata modeling/mapping piece (content remediation, etc)?

[David Wilcox](#) will be supporting/shepherding that activity.

The Whitman team is eager to get a jump on this process.

To what extent can Whitman influence/control how metadata fields are displayed?

- It will depend on the theme.
- If it is possible to get a collection of screenshots upfront so that we make sure we're not going into the migration with unrealistic migrations.
- Changing the display of the fields - will likely need to be a Whitman specific project.
- Much of the display will be configurable via the Drupal configuration interface.

## Project infrastructure:

**Communication:**

(Private) Google Group (everyone will be added)

(Private) Google Drive shared folder

(Private) Slack Channel

**Issue Tracking:**

(Public) Project Board in Github Project (to do, in progress, done)

Any questions, concerns, suggestions, next steps?

- A standing meeting is probably a good thing to have on the calendar (frequency TDB)
- David will communicate the timeline in the next week
- We should get a metadata meeting on the calendar pronto
  - David will send out a doodle
- Also a functional requirements meeting
- Alan needs access to start looking at the data
  - needs Islandora access
  - Kun will give Alan production access.
- Noah will share the screen shots of Carapace and will shortly share a demo of the new theme.