2015-04-08 Asset Inventory Meeting

Date

08 Apr 2015

Attendees

- Mike Conlon
- Jon Corson-Rikert
- Jim Blake
- Alex Viggio
- Lauren Gala
- Paul Albert

Goals

- Introductions, discussion of task, deliverables, how to do the work

Discussion items

Time	Item	Who	Notes
10 min	Introductions	All	
10 min	Review agenda	Mike	
20 min	Review the charter	All	Discussion, questions, refinement of charter
20 min	Work process	All	How do we define the inventory, how do we create the inventory?

Notes

Inventory

- keep it simple – have all the tools we need, but not multiples
- characteristics
  - name | URI/locator | purpose sentence | date information (date recorded; last updated) | owner/stakeholder/stewardship | public/private
    - if we don't know the steward that's a red flag
    - if private, logins required– move toward single sign-on with VIVO account that can be passed from person to person
  - do we want a category?
  - assign a status and/or recommendation
    - archive, update, or current, with a reason for recommendation

Wiki – for communication within the project

- there's the main wiki space, then a set of other spaces
- pages in the wiki are not assets – too much detail

vivoweb.org – for communication beyond the project and for outright newcomers

- is the blog a separate asset? inclined to think of vivoweb.org as one asset that is managed as a communications tools

conference-related assets

- probably has several parts
  - mailing list/CRM
  - archive of presentations (presently on vivoweb.org)
  - website
  - mobile app
  - sponsor materials
  - photos
- sometimes these overlap VIVO project assets – e.g., a list of prospects

Google-hosted assets

- groups and associated email lists
  - we could enable Google Groups for Business – a free add-on that has to be enabled
  - can use groups to control access to Google Drive folders
- calendars

- docs and folders
    - work well from a productivity point of view (e.g., for the I-Fest), but hard to control from a management point of view (e.g., the implementation and development call notes that are group-edited during calls)
    - we can use them for drafts and
- Google map of VIVO sites

Atlassian-related assets

- wiki
- JIRA and plugins
- other tools?

things we have and are not using (well)

- http://vivo.ideascale.com
- GitHub issues – if we are not using, document why
- GitHub pages – we have it but it's 3 years old
- SF landing site at http://vivo.sf.net
- other Atlassian plugins or tools we may have access to via DuraSpace
- sourceforge wiki (no longer linked from the vivo.sf.net landing page)
- W3C community group – https://www.w3.org/community/vivo/

things we have too many of but still need

- a CRM that all project staff can contribute to
- lists of VIVO sites – a registry
    - vivo.vivoweb.org
    - a list in the wiki
    - Google map

things we think we need and don't have

- ...

Where should we do our work?

- A Google spreadsheet for simultaneous editing that we copy to the wiki periodically
- Lock down the wiki page (with an explanation of why)

How do we discover our assets?

- Google search
- memory
- interviews
    - Kristi for social media and communications
    - Mike for the Conference
    - developers
    - etc.

How should we communicate to the group?

- Email

adjourned at 3:25 PM ET

Action items

1. Lauren will set up a Google Docs folder and spreadsheet – send her the email address you want to use – we will have edit access and others may view
    a. she will email us when it's ready for us to add content to
2. All – make a first draft contribution of what we know to the spreadsheet
    a. A week (before Mike leaves for his trip)
    b. Wednesday, April 16 at 3 pm ET, 1 pm MT