

# 2015-04-15 Asset Inventory Meeting

## Date

15 Apr 2015

## Attendees

- [Mike Conlon](#)
- [Jon Corson-Rikert](#)
- [Jim Blake](#)
- [Alex Viggio](#)
- [Lauren Gala](#)
- [Paul Albert](#)

## Goals

- Review, next steps

## Discussion items

Time	Item	Who	Notes
20 min	Review current list	All	How to complete missing items on rows? Questions regarding definitions?
10 min	Next steps – topics	All	Major topic areas – conference, duraspace, development, outreach, other?
10 min	Next steps – interviewees and assignments	All	Who needs to be interviewed? Who will interview?
10 min	Next steps – sharing the list for comment	All	When, how, who?
10 min	Next meeting	All	When do we meet again? What do we need to have accomplished

## Notes

Good to have suggested assets

Should we have relationships among assets? Or just partition with labels/columns

- two distinct concepts – what kind of thing is it physically vs. what kind of activity is it supporting – the conference, community building
- the latter can facilitate clumping – e.g., everything having to do with implementation
- should we color code the assets?
  - ones to chop?
- have to decide how to handle the recommendation

A lot of them, but incomplete

- two kinds of incompleteness – partially filled out rows and missing rows
- how far out should we go – are VIVO search and VIVO searchlight enough under our jurisdiction?
  - put them on the suggested access list – they should be part of the community but are still only one-person projects
  - this is an issue for the contributed initiatives task force will have to deal with – things you don't just want to be loose in the wild
- Lauren – makes sense – a lot going on and hard for a newcomer to know what's there
  - everything she could find by Googling she is seeing here
- Mike – put a few things that aren't electronic but that VIVO owns and operates in some way
  - VIVO conference booth to provide a backdrop – old and tattered – old language and logos
- How granular? generally not down to individual pages
  - presentations?
  - videos?
- Jon - added some things to indicate past uses
  - Some are big – vivo.vivoweb.org
  - Mike – a registry of sites is different from a registry of members

Mike – spent some time talking with Carol Minton Morris about assets at DuraSpace

- what they have
- why they have it
- whether and how we could use it
- added them with her name as steward

An idea – interviewing others, as did with Carol

- E.g. – and include whether with this project or not

- Kristi Holmes – Lauren will
  - Chris Barnes – Mike will contact
  - Ted Lawless – Jim will contact
  - Stephen Williams – Alex will contact
  - Ellie Cramer – Jon/Jim will contact
  - Medha Devare – Jon will contact
  - Miles Worthington – still working for Memorial University in Newfoundland and worked for Paul at Weill; Jon will contact
- Another step in discovery
  - Institutional knowledge we need to get to
- Lauren – could send an email to all the stewards listed and ask them to comment?
  - Mike – once we have a list where we have stewards identified
- Finishing step - ask the community
  - where are the logos
  - what about videos

Do we want to collect materials that are not online or scattered? Where should they live?

- Some historical things would be important to keep but to segregate from materials we want current adopters to find
  - Would be helpful for the Tech Lead to have early road maps, user scenarios
- Added an archive to the suggested assets page

Okay to share the link?

- Set it to comment for the interviewees

Stewards – what do we mean

- Not precisely who it belongs to
- The maintainer?
- Some things are clearly community

Triage – move into recommendations? what is the process of recommendation

- +1 or -1
- Paul – rather than be so burdened by what already exists, come up with a blueprint of what we want and come back to look
- Paul – wiki, forum for discussion, calendar
- Mike – web presence for marketing, repo, issue tracker
- Listservs is ripest for improvement – 18
  - Aim for 3 outside of governance
  - Technical, community, and all - not work group listservs
    - see the activity and not losing things by siloing the traffic
  - Should we move to a forum (software called Discourse) to have more curated archives?
    - Subversion is cumbersome – can't add in bulk
    - other groups use email on Google groups – then let Google find them
      - Google groups for business – might be worth checking out
      - DuraSpace's other projects run on Google Groups
      - Can add non-members to Google Groups and can assign permissions to Google Docs and folders
      - DuraSpace has an active and large CRM database with 10,000 contacts with multiple tags, several thousand of whom are VIVO contacts
        - we need to capitalize on that, wherever it is in transition from Constant Contact to Zoho
        - we need write access as long as we don't mess up their system – we can improve their data about VIVO prospects
        - more and more touchpoints between projects – when do we think about that
        - DSpace has 1700 sites
      - We'd have to script Google Groups and the CRM together as step one – have to verify that's possible
    - StackOverflow is nice and available – very open assets
      - can you follow? can you notify?
      - Jim – the purpose of StackOverflow is to bubble the best answer to the top, while a discussion wants to have answers in sequence

Next time

- Mike is not available next week
- Week of the 27th? – tentative for Wednesday April 29th at 3 ET
- interview assignments
- supplement the content
- think about what a recommendation process might look like – think from what we actually need and what it would look like if we do a good job

## Action items