

# 2018-01-23 Meeting Agenda and Notes

## Date

23 Jan 2018 11:00 AM EST at <https://cornell.zoom.us/j/703126880>

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Topic: Samvera Documentation WG  
Time: this is a recurring meeting Meet anytime

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Meeting ID: 703 126 880

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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](mailto:703126880@zoomcrc.com)

Or Skype for Business (Lync):

<https://cornell.zoom.us/skype/703126880>

Facilitator: [Jennifer Lindner](#)

Notetaker: [Bess Sadler](#)

## Attendees

- [Ryan Steans](#)
- [Andrew Myers](#)
- [Jennifer Lindner](#)
- [Bess Sadler](#)

Regrets:

- [LaRita Robinson](#)
- [Lynette Rayle](#)

## Agenda / Notes:

1. Roll call (please log in above)
2. Review project board: <https://github.com/projecthydra/projecthydra.github.io/projects/1>
  1. Reporting on items completed since last meeting
    1. Jen did a slack call with Mike Giarlo about the actor stack
      1. Sent the questions ahead of time
      2. Conducted the interview online
      3. Wrote up the results
      4. Asked for review of what was written
      5. Writeup here: <https://github.com/samvera/samvera.github.io/pull/184/files>
      6. This seems like a promising process.
    2. Any followup of Drew's letter to Jekyll Tom Johnson

1. Tom got back to Drew and made some suggestions, e.g., tabbed navigation for versioned content
  2. Here is the correspondence: <https://gist.github.com/afred/54b5c47005c959417981bb3d4a6cf8ef>
  3. The doc theme we use is about to be replaced with a new improved one. It adds navigation and tabs for versioning. We should try to upgrade to it. There are some changes we'd have to make, but likely worth it.
  4. Example of tab navigation which we might use for versioning: [http://idratherbewriting.com/documentation-theme-jekyll/mydoc\\_navtabs.html](http://idratherbewriting.com/documentation-theme-jekyll/mydoc_navtabs.html)
  5. Jekyll Tom doesn't have any capacity for freelancing, but he recommended a technical writer for us.
  6. Jenn is going to reach out to Tia (the technical writer that Jekyll Tom recommended) and see what she'd charge for a four hour consultation about improving our navigation, information architecture, and cleaning up the interview Jenn wrote.
2. Review status of in-process tickets
  3. Discuss ready items & groom backlog
    1. Any new items needed?
    2. What should be moved to ready?
  3. Other agenda:
    1. (add your items here)
  4. Pick facilitator / notetaker for next time
    1. 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
  1. Facilitator: [Jennifer Lindner](#)
  2. Notetaker: [Ryan Steans](#)

## Action items

