2018-02-06 Meeting Agenda and Notes

Date

12 Dec 2017 11:00 AM EST at https://cornell.zoom.us/j/703126880

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

Or Skype for Business (Lync):
https://cornell.zoom.us/skype/703126880

Facilitator: Jennifer Lindner

Notetaker: Ryan Steans

Attendees

- Jennifer Lindner
- Lynette Rayle
- Ryan Steans
- LaRita Robinson
- Andrew Myers

Agenda / Notes:

1. Roll call (please log in above)
2. Review project board: https://github.com/projecthydra/projecthydra.github.io/projects/1
   a. Reporting on items completed since last meeting
   b. Review status of in-process tickets
   c. Discuss ready items & groom backlog
      i. Any new items needed?
      ii. What should be moved to ready?
3. Other agenda:
   a. (add your items here)
   b. From Julie Rudder: where to store process documentation?
      i. How to coordinate testing for a release
      ii. Hyrax Testing and Release Process
4. Pick facilitator / notetaker for next time
   a. 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
   a. Facilitator:
   b. Notetaker:

Action items

AI - Ryan will write up proposal for Tia's work.

AI: Bess will set up page in DCE and a link-page at Documentation website

AI - complete the "Release testing" hierarchy/ naming convention, move items in there

AI - Bess will look into QA_Nurax with Mark B

AI - Document what the installed versions are, links to those are and what they're used for. Make a ticket for this. (Jen is doing that)

NOTES

Jen - First business - review project board

It looks like the A-Z index is done. Back to in progress - trascribe the PI interview. Needs to be converted into Something we would publish.

Questions from Justin and Giarlo. In a state to be handed off, can be edited later. Pretty much last ongoing in-progress ticket for longterm, high level goals.

Bess - is going to close some open tickets that have been open a while.

Jen - We had good responses from our writer/ editor person. Two people who seem like great writers, good experience. APITia - liked her background. She gave us some rates. We can submit to Steering Committee.

4 hours work - transcribe interview. Take a look at the API. $250/ hour.

What this is, why it's important, what this will cost,

AI - Ryan will write this up.

What's in ready and grooming the backlog

-Bess - ton of documentation on Hyrax/ Shibboleth connection. Making a ticket. Documentation will live in DCE Playbook, but will make a page in Samvera GitHUb/ IO - will have a page there with a pointer to DCE documentation.

DCE sees it as a lead generator, and they have control over the documentation to make sure it's solid for their clients. If it were shared documentation.

AI: Bess will set up page in DCE and a link-page at Documentation website

Likely this will be **the** way to do it.

Jen - a paragraph intro? Yes. - bess Bess will provide explanatory text.

Collections Extension - Lynette wrote great documentation for it.

How to coordinate testing for release - hoping for Julie or Lynette to take a look at Jen's writing.

Where should documentation live in documentation?

Under release process? - Developer Community/ Releases - a page created "Release testing" under Development Community.

Should we create a Release Testing Community? - lots of uses for this. Jen can maybe move it under that link. In addition to Julie's work. Tell Community about it at the Tech Call tomorrow.

AI - complete the "Release testing" hierarchy/ naming convention, move items in there

CHange name from "Real Life Hyrax" to something more explicit - check out what Hyrax should look like

Lynette - if there was a server like Nurax that IS the latest release - can always go to latest site and check against the Nurax to see if its a bug or a local issue.

Bess - is the reason its not being used that way because its also our latest release. Not current stable release, its thecutting edge release.

Bess - we're setting up Demo that's a stable release with some branding. The thing is - that one needs to be demo-able. It needs to be a sales/ demo Demo box.

If DCE did that would that meet your need?

Maybe a third one - Stable or vanilla? Drew - one where you could set up sub-domains.

Nurax_testing, Nurax_QA etc... naming conventions -

AI - Bess will look into QA_Nurax with Mark B

AI - Document what the installed versions are, links to those are and what they're used for. Make a ticket for this. (Jen is doing that)

Jen asked Lynette - Paragraph intro to documentation to collections information - Lynette - how much detail to put in? Probably next week can accomplish. Will ping Jen and include her to look at it.

Drew - Two tickets added last meeting from convos with Jekyll Tom - giving his technical recommendations a spin. He has a theme we should implement, so we have a deprecation on the horizon.

May be worth it to look at tickets - first pass stuff. Then there's a point about versioning, a stylistic thing, mostly. Drew wants to try the new theme first.

Lynette - wants to see the new theme

Drew is going to go for it.