2018-08-31 VIVO Steering Group Meeting

August 31, 2018, 11 AM US Eastern Time

Attendees

SG members

Paul Albert , **Mike Conlon**, **Anna Guillaumet** , **Violeta Ilik** , **Dong Joon (DJ) Lee** , **Mark Newton**, **Julia Trimmer**, **Alex Viggio**

Duraspace

Erin Tripp

Regrets

Andrew Woods

Connection Information

Join from PC, Mac, Linux, iOS or Android:

https://duraspace.zoom.us/my/vivo1

(New call-in numbers were corrected on 5/10/2018)

Or iPhone one-tap :

   US: +16468769923,,9358074182# or +16699006833,,9358074182#

Or Telephone:

   Dial(for higher quality, dial a number based on your current location):

   US: +1 646 876 9923 or +1 669 900 6833 or +1 408 638 0968 or +1 408 638 0986 or +1 646 558 8665

   Meeting ID: 935 807 4182

   International numbers available: https://zoom.us/u/cex8G1kjQ

Agenda

1. Review agenda (Julia, 5 min)
2. Welcome new members (Julia, 5 min)
3. How Steering and Leadership work together (Julia/round table, 30 min) See this page for more info: Governance Resources and Actions
    a. Spin-off groups
    b. Agenda for 9/14 LG meeting: scoring of technical initiatives?
4. Quick updates (Mike, 10 min)
    a. 2019 conference
    b. Scoring technical initiatives
5. Upcoming opportunities for SG members (Julia, 10 min)
    a. MOU and budget
    b. Action planning
6. Next steps for calendar, and looking forward (Julia, 10 min)
    a. Aligning efforts (core, ontology, product evolution and research intelligence)
    b. Other hot topics on the calendar

Notes

- Attendees: Paul, Mike, Violeta, Julia, Anna, Erin, Alex, DJ, Mark
- Steering and Leadership groups
    - Steering group meets every 2 weeks. Leadership meets every 4.
    - Steering is more operationally focused.
    - Goal is for Steering to assemble the agenda for the Leadership group. We don't want to duplicate discussions between these two groups.
    - We will take turns taking notes.
    - Should we use Google Docs? Probably not.
    - We do have a Steering Slack channel. We don't archive Slack. If you want to preserve something, it goes in the wiki.
    - There's a balance between process vs. substance. Paul: I would prefer a 1:2 ratio.
- Mike's updates
    - 2019 Conference

- We have a process for selecting the 2019 site. We will announce shortly.
- Conference would be in September.
- Scoring the initiatives
  - Mike sorted the initiatives into groups based on the scores. Trying to schedule a meeting of the six scorers.
  - Will be discussed by the Leadership group on Sept. 14
- Opportunities for SG members
  - Working on the memorandum of understanding with Duraspace. If anyone wants to help with this, let Julia Trimmer or Mike Conlon know.
  - Action planning: governance and organization, product evolution, defining the community, resources, vision
- Agenda for next Leadership group meeting.
  - Update regarding VIVO Conference
  - Update regarding development sprint Sept. 17 to 28
  - Discuss the scoring of the technical initiatives.
  - Mike: Leadership wants to talk about scoring initiatives in the context of alignment. Alignment is the overriding concern. Members generally feel that things are happening, and they're not involved or in the loop.
  - Erin: would it be worth bringing up the efforts of the task forces? Julia: in October might be best.
  - Mike: I presume people should be able to read 4 pages before a meeting. I want to make sure the opportunities are clear. This as opposed to endless show and tell.
  - Julia: one idea would be to structure it better.
  - Violeta: maybe we could do quick summaries ahead of time