

Cohort Meeting #1, Oct 15, 2018

Location

Library of Congress, James Madison Memorial Building
101 Independence Avenue, SE

The Madison Building is between 1st and 2nd Streets SE and between C Street SE and Independence Avenue SE [street map of LC buildings](#)

There are two entrances; both open at 8:30 am.

1. Main entrance, first floor, Independence Ave SE betw 1st St and 2nd St SE: [map of 1st floor](#)
2. Accessible entrance, ground floor, C St SE between 1st St and 2nd St SE: [map of ground floor](#)

Nearest metro: Capitol South ([Library of Congress visitor directions page](#))

We will be in the Montpelier Room (LM 619) on the 6th floor: [map of 6th floor](#)

Pre-Meeting Reading

1. [Summary of cohort proposals](#)
2. [Sinopia Project Plan for Stakeholders](#)
3. [Sinopia Tech documentation site](#)
4. [Plans for authority look-ups](#)

Attendees



Institution	Representative
University of Alberta	Ian Bigelow
University of Colorado, Boulder	Paul Moeller
University of Chicago	Larisa Walsh
Duke University	Jacquie Samples
Frick Art Reference Library	Mary Seem
Harry Ransom Center, University of Texas, Austin	Paloma Graciani Picardo
University of Michigan	Martin Knott
University of Minnesota	Christine DeZelar-Tiedman
National Library of Medicine	Nancy Fallgren
Northwestern University	Catherine Grove
University of Pennsylvania	Beth Picknally Camden

Princeton University	Joyce Bell
Texas A&M University	Jeannette Ho
University of California, Davis	Stephen Pelkey
University of California, San Diego	Aislinn Sotelo
University of Washington	Theo Gerontakos
Yale University	Tim Thompson
Cornell University	Simeon Warner, Dean Krafft, Jason Kovari, Steven Folsom, Tim Worrall, Lynette Rayle, Huda Khan
Harvard University	Marc McGee, Scott Wicks, Christine Fernsebner Eslao, Chew Chiat Naun
University of Iowa, School of Library and Information Science	Dave Eichmann
PCC	Jennifer Baxmeyer, Xiaoli Li
Stanford University	Tom Cramer, Philip Schreur, Nancy Lorimer, Astrid Usong, Jeremy Nelson, Josh Greben, Michelle Futornick
Library of Congress	Beacher Wiggins, Sally McCallum, Judith Cannan, Nate Trail, Kirk Hess, Jodi Williamschen, Paul Frank, Les Hawkins, Matt Miller
Casalini Libri	Michele Casalini, Tiziana Possemato

Goals

- Establish basis to start collaborating
- Reach agreement on shared expectations
- **Lay groundwork for ideal cohort experience throughout grant**
- Identify what things need to happen so that Cohort is ready to produce data starting in April 2019
- Get Cohort input on Sinopia (cloud-based editing environment) plans
- Plan communication and collaboration going forward

Agenda: Monday, October 15, 2018 and [Meeting Notes](#)

Time	Item	Who / Facilitator
8:30 - 9:00 am	<i>Breakfast</i>	
9:00 - 9:45 am	Intros: Introduce yourself and institution in 2 minutes	
9:45 - 10:00 am	LD4P2 Goals and role of Cohort	Philip Schreur
10:00 - 10:30 am	Sinopia Project Plan	Michelle Futornick
10:30 - 10:45 am	Authority Support Plan	Steven Folsom and Huda Khan
10:45 - 11:15 am	<i>Break</i>	
11:15 - 11:30 am	Training plans	Judith Cannan
11:30 - noon	Cohort expectations for a successful cohort experience	Philip Schreur
noon - 1:00 pm	<i>Lunch on your own (we are next to LC cafeteria)</i>	
1:00 - 1:30 pm	Set afternoon agenda and format	
1:30 - 2 pm	Collaboration	Jason Kovari
2-2:30 pm	Application profiles	Steven Folsom
2:30 - 2:45 pm	<i>Break</i>	
2:45 - 3:15 pm	Sinopia/QA UX (Huda Khan, Astrid Usong, Lynette Rayle) Link to UX designs and sign up for user council OR Discovery (Tom Cramer)	

3:15 - 3:45 pm	<i>repeat of Sinopia/QA UX</i> (Huda Khan, Astrid Usong, Lynette Rayle) OR Wikidata (Simeon Warner)	
3:45 - 4:45 pm	Next steps	Tom Cramer
4:45 - 5:00 pm	<i>Reflection</i>	