2015-04-28 Implementation Documentation Meeting

Attendees

- Violeta Ilik ⭐, Julia Trimmer, Damaris Murry, Brian Lowe, Jim Blake, Benjamin Gross
- (⭐) Indicates who will be taking minutes

Call Details

Call-in details: 2015-04-28, 2PM CT, Skype

Agenda

	Item	Time	Facilitator
1	Reviewing the charter: objectives and deliverables	20 min	All
2	Setting milestones	10 min	All
3	Dividing the work	15 min	All
4	Duration of the meetings and the future time for the meetings	15 min	All

Minutes

1. Reviewing the charter: objectives and deliverables
   In addition to the existing objectives two more were added:

   Identify "pain points" or gaps in documentation that community members have experienced, and try to close those gaps

   Explore whether we need another level of information for potential VIVO users/adopters who have not yet decided whether to implement VIVO.

2. Setting milestones
3. Dividing the work
   Items 2 & 3 were not discussed since the Task Force determined that we need to first survey the community and identify the potential gaps in the documentation currently available.
4. Meeting weekly on Tuesdays at 2-3PM CT, Skype

Action Items from this meeting

- Send a message to the VIVO community to survey the opinion on the state of the existing documentation. Violeta Ilik
- What type of questions come up on the VIVO listservs. Look through the listserv questions and check if the questions are already covered in the existing documentation. - Brian Lowe
- Revising the objectives to reflect the discussion from the first meeting - Julia Trimmer
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