

2015-06-03 Asset Inventory Meeting

Date

03 Jun 2015

Attendees

- [Mike Conlon](#)
- [Jim Blake](#)
- [Lauren Gala](#)

Regrets

- [Jon Corson-Rikert](#)
- [Alex Viggio](#)
- [Paul Albert](#)

Goals

- Review, next steps

Discussion items

Time	Item	Who
45 min	Refinement of document of purposes	Jim, all
10 min	Discussion of next steps	All
5 min	No meeting next week due to Open repositories. Next meeting is June 17 at 3pm eastern	All

Notes

1. Refinement of Purpose document
 - a. Jim, Mike and Lauren went over the Asset purposes document, clarifying the purpose of each and improving the descriptions.
 - b. Purpose and recommendation are often closely linked. The purposes document attempts to describe the new purpose. In doing so it makes an implicit recommendation if the purpose of the existing asset is other than the description of the new purpose.
 - c. use of VIVO Archive, VIVO Next Release and VIVO wiki clarified regarding release-specific technical documentation.
2. Next Steps
 - a. Add recommendations to each item in the spreadsheet. Recommendation could be "leave as is," "see accompanying document," or a short description of what is recommended sufficient for next steps. Will be completed for review prior to our next meeting
 - b. Assemble the recommendations into a document
 - c. Share with Steering
 - d. Share with Community
 - e. Incorporate revisions/suggestions if any
 - f. Provide Steering Group with final recommendations
 - g. We're done
3. No meeting June 10 due to open repositories. Next meeting is June 17 at 3PM eastern. Expect to be done by the end of June.

Action items

- [Mike Conlon](#) will revise spreadsheet, adding one-3 sentence recommendations to each item.
- [Mike Conlon](#) will update the Steering Group regarding the work of the task force and in particular, Jim's work to create a clean way to use Wiki Spaces (Next Release and Archive) to prepare release-specific technical documentation, and to archive release-specific technical documentation for previous releases. The VIVO wiki will always have the current release info available for improvement.