

# 2015-06-09 Implementation Documentation Meeting

## Date

09 Jun 2015

## Attendees

- [Jim Blake](#), [Damaris Murry](#)★, [Alvin Hutchinson](#), [Julia Trimmer](#)
- (★) Indicates who will be taking minutes

## Discussion items

Test page in the VIVO Sandbox – we can make changes here until we are done: [Planning a VIVO Implementation \(In Progress - version A\)](#)

This is the page that is inspiring the new look: [Software Architecture Overview](#)

- improvements to implementation diagram
- confirm the page structure – what tense should we use? For each item, how many pages should we link to?
- title of page – is the scope of this page beyond 'planning'? The charter calls it a 'user guide'
- divide up writing task:

### Introduction

**Project Management** - Julia, Damaris, Violeta

**Outreach & Engagement** - Julia, Alvin

**Data Management** - Violeta, Damaris, Benjamin

**Technical Development** - Jim, Brian, Benjamin

### Key Concepts/Glossary

- evaluate the quality of the pages we are linking to
  - link to pages the community has found to be particularly useful
  - refer to the [VIVO Implementation Documentation Task Force](#) for deliverables
- how/when do we want to finalize each section?

## Meeting notes:

- we are OK with the content of the diagram (still need to verify who the main contacts are)
- we are ok with the page structure and are ok with a bullet point linking to one or many pages as seems necessary. We also talked about the possibility of needing to update the page hierarchy (child pages) so that when someone print this Implementation page, they will also get the appropriate child pages
- want the text for each bullet point to be more conversational
- no change needed to the title of this page

## Action items

- work on text/links for each section – we will try to establish a draft by next week that is complete enough to share with leadership (Mike & others?) and get additional feedback. Of those who signed up a couple of weeks ago (listed above), these are the four members who have agreed to add content this week
  - Introduction and Project Management – Julia
  - Outreach - Alvin
  - Technical - Jim
  - Data - Damaris