2015-06-16 Implementation Documentation Meeting

Date

16 Jun 2015

Attendees

- Jim Blake, Damaris Murry⭐, Alvin Hutchinson, Julia Trimmer, Benjamin Gross, Brian Lowe
- (⭐) 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)

Pages that don't appear to exist

- - do we need a page with examples of advisory groups (Project Management \ Establish Governance)
  - Do we need a page/section that discusses hwo to engage with data owners (Project Management \ Request Data Feeds)
  - Communication Strategies page (Project Management \ Oversee Publicity Campaign)
  - Assessing the Impact of VIVO at Your Institution page (Project Management \ Implement Assessment Plan)

Cleaning up the pages that we link to

- - This could be a separate task.
  - Could we aim for each page to at least be reviewed and slightly updated?
  - Do we want to get the creators of the pages involved?

Other questions/concerns?

- - How much time do we need to complete this draft?
  - Next steps? Feedback from leadership? users?

Meeting notes:

- Julia rearranged 'Further Define Scope' & 'Request Data Feeds' bullet points under Project Management
- Alvin & others found pages that are needed but do not exist
- Jim found items that don't require links
- Damaris suggested working with the people that created the pages to get them updated. --> these people may not be involved with VIVO anymore and the page creators are not necessarily the authors.
- Need more documentation about performance testing (Jim)
- Julia suggests a 2-phased approach to this task force where we identify recommendations for the next round. Limit to July and allow for original task force to change. Alvin – we can get new task force volunteers in August after the conference.
- ok to link to pages outside of the wiki
- Jim – do we need more introductory information (for instance with Software Architecture) as this page may be getting too into the weeds --> Julia will write a summary and make each section sound more cohesive.
- How else do we make this page less intimidating? Using a table of contents? Adding hyperlinks to the diagram? Making each topic its own page. We agreed that depending on the user's learning style, one page structure will be more appealing/effective.
- Ben & Julia suggested breaking out this page so that each section was its own page that we would link to. This raises questions about restructuring the hierarchy of the wiki pages. This could be a phase 2 discussion and/or task. We should take this idea back to leadership. --> add to recommendations for Phase 2.
- Brian – what if we organize the page by the implementation phases instead of the row? --> we will attempt this for Friday and then decide next week which one to use.

Action items

- Complete draft by Friday (6/16) at 12pm. Damaris will send to Mike & Violeta on Friday.

- Create an alternate view of the diagram that focuses on phases of implementation rather than roles – add this to a separate page and attach the link to our current page

- Compile recommendations for a Phase 2
  - restructure pages
  - identify pages that need to be created or updated
  - recruit new task force members during (or immediately after) the conference.