

2015-07-14 Implementation Documentation Meeting

Date

14 Jul 2015

Attendees

- Violeta Ilik ★ Brian Lowe Jim Blake Julia Trimmer Benjamin Gross Alvin Hutchinson
- (★) Indicates who will be taking minutes

- **Goals**

Review the split-up option page (Note: I've re-named this page and removed "Split-Up Option" from the title. -julia) It's now called just [Planning a VIVO Implementation](#).

Discussion items

The group agreed that all the child pages, such as [Project Management](#) ; [Outreach and Community Engagement](#) ;

etc. should look like the layout of the [Data Management](#) page. This means separate the sections with appropriate headings:

Analysis

Design

Implementation

Launch

Maintenance

This also applies to the Technical Implementation page.

On the diagram the chart links are not working right now but they will soon after Gliffy releases the update (we don't know when is that going to be).

Action items

- Everyone that signed up for specific sections should try to finish up the write ups by end of July which will give us a week before the conference to check the pages, the links, the layout and the overall look.
Reminder of the sections we each signed up:

Introduction – Julia

Project Management - Julia, Damaris, Violeta

Outreach & Engagement - Julia, Alvin

Data Management - Violeta, Damaris, Benjamin

Technical Development - Jim, Brian, Benjamin