## MEETING MINUTES

# Digital POWRR

# Preserving digital Objects With Restricted Resources

### Date: Monday April 7, 2014

### Time: 10:30 am – 12:15 pm

### Place of Meeting: Founders Library 409/Conference Call

### Attendees: Aaisha, Jeff, Meg, Patrice, Drew, Lynne, Jaime, Stacey, Nathan, Matthew, Danielle

* NIU will do a final run through of the slides for the pilot workshop on Wednesday (April 9) at 1pm.
  + Any edits need to be sent to Jaime by close of business Tuesday (April 8)
* Walk through of Pilot Workshop Slides
  + Is the break the right length?
    - There is 20 minutes built in to the end for hard feedback which can be reallocated for future workshops
  + Slide 5: Patrice suggests changing ‘Oh crap’ to ‘Defining Moments’
  + Slide 8: everyone think about where their institution falls in
    - Patrice: we should add a link for the source
    - Meg: NDSA denotes this as ‘version 1,’ we should mention it is a work in progress
    - Lynne: we should add a 20 minute limitation to the slide
  + Slide 9: we need stick figure pictures
    - Amanda: work on finding those
  + Slide 10: add notes about your thoughts
  + Slide 12: added over the weekend, Lynne likes it very much because it is written in plain English
    - Change out the blue font
    - Prezi:
      * Should it include the tools or not? Will be decided Wednesday at NIU
      * Everyone should look through Prezi
      * Drew: who can open it? There will be a local version at CSU
  + Slide 14: ‘Walk this Way’ is mentioned
    - It is part of the prerequisite readings for participants
  + Slide 15: Danielle, Drew, Lynne all like it.
    - Meg confused about a note at the bottom
    - Aaisha: 15 should come earlier: slide moved to #12
  + Slide 16: is it necessary?
    - Lynne: yes we need it to remind about preservation and the library of congress
    - Vote Yes to keep it
  + 19: point number 3: Meg: suggests leaving it out
    - ‘clean machine’ will be left in notes and will be at presenter’s judgment to include or not
    - What order should the steps be in?
      * Start (begin) Inventory Spreadsheet, stable carrier which depends on the tool
      * Meg: maybe not 1, 2, 3, but all these steps need to be taken regardless of order
      * Slide 19 will get redone and sent back to Jaime
  + 20: Patrice add Library of Congress credit
  + 21: Repeat necessity of documentation
  + 22: go through notes slide very slow because there is a lot of jargon.
    - Add Duke Data Accessioner credit
    - Lynne: point out this is one of many tools
  + 23: Demo with follow along – real easy to get lost doing it yourself
  + 24-25: screenshots of DDA, the background of screenshots will get cleaned up
    - Meg: mention definition of JHOVE and DROID here
    - Mention disk label additional notes in XML file
  + 29-30: busy or helpful?
    - Lynne: busy. But really helpful, makes sure they know its working
    - Matt: P1 premis? Wrapper is Duke Data Accessioner populated only
    - Add inventory spreadsheet to slides after #30 (NewAccessionerFolder) inventory at collection not file level
  + 32: Meg’s previous comments will be added
  + 33: color coding? Text color does not correspond with Tool Grid colors. Will try to make edits accordingly
  + 34-42: tool testers: walk through make sure okay by End of Business tomorrow
    - Curator’s WorkBench short time spent, $ economically feasible
  + 41: charts on all that goes in pre-stage, presenter’s judgment about how much detail to add
  + 40: Meg: This is how we did it, but different models exist
    - Mirror pricing showed
  + 43: Lynne will be adding screenshots
  + 46: any thoughts should be sent to Jaime
  + 47-48: are we ready to say ‘problem-solution’
    - Meg: not yet, only say case by case basis
    - Drew: leave off to save time
    - Decision is also based on money from higher ups
  + 50: their demo- insert steps/pictures from demo
    - Drew: why are we using Duke Data Accessioner?
    - Jaime: its one of the best and micro so easy to demo
    - We only tested macro, but this is a first couple steps, we are confined by room and presentation
  + 52: ‘take a team’ – is it too much? Should be a core mission because of the need for buy in
    - Send in any thoughts
  + 57: one pagers from packet to help build awareness
  + 59: costs if we don’t take it on?
    - Gap analysis very important
    - Add in slide notes
    - Sample policies? Will create a handout that highlights 2-3
  + 61-62: feedback requested
  + 65: typed suggestions on day of workshop

\*slide numbers reflect a version that has since been edited and numbers may not reflect the current arrangement of slides

* Due Dates
  + Additional Preservica Reviews due to Drew by: April 15
  + White Paper given to partners for feedback: April 8
  + White Paper returned by partners to Drew: April 15
    - More substantive edits
  + White Paper sent to Advistors for review by: April 22 – returned April 29
    - Should be in a draft format that we are comfortable sending to IMLS
  + Final Draft sent to IMLS: very early May