

Digital POWRR

Preserving digital Objects With Restricted Resources

MEETING MINUTES

Date: Oct 1, 2012

Time: 9:00am-10:15am

Place of Meeting: Conference Call/FO-145D at NIU

Attendees: Jaime, Sarah, Lynne, Drew, Katharine, Patrice, Meg, Aasiha, Jeff

- **Webinar**
 - Thank you, Meg!
 - Questions on process?
 - Recording? There will be as long as you have a log-in ID
- **Website Feedback**
 - DigitalPOWRR.niu.edu
 - Let us know!!
 - Bright background...darker will be better.
 - Smaller images on, or similar sizes on the bio page
 - Following – other than RSS??
 - Go Live?
 - Blog Volunteer?
 - Jeff is happy to write something!
 - Patrice too!!
 - Blog does have some followers
 - Duck post? Comments? There are is only one? One is actually a pingback.
- **IRB Approval (NIU) and Interviews**
 - Questions?
 - CSU will piggy back off of NIU IRB approval? Needs documentation, Jaime will send/forward this to you.
 - Project database delivery and walkthrough during Advisor meetings....so bring your laptops (with MSAccess) if that is what you will be using during your interviews.
 - Laptop or jump drive to keep your copy on.
 - Jaime will run you through how to use it
- **Preparing for Oct 11/12 Advisory Group Meeting**
 - Go ahead and bring any digital objects you have received
 - Advisor Publications on Wiki
 - Listed under - [Information and/or Resources by Advisory Group Members](#)
 - Proposed Agenda
 - Looks good!
 - Keep the caffeine coming!
 - Our bios?? Keep short but do summarize just in case some advisors do not get a chance to read the information packet. 3-4 minutes
 - Gives a chance for the advisors to ask follow-ups
 - Challenges – what have we come up against?
 - Partners that still only have dial-up
 - Employees with limited data

- Small teams
 - These are some of the things we're up against
- Travel & Expenses
 - Aaisha and Patrice feel free to pass the information along to those traveling with you
 - Make sure to keep original and itemized receipts!!
 - Check-in will be after the meeting Thursday if you arrive that morning, feel free to bring your bags and we have a place to keep them in the meeting suite.
- **Questions? Comments?**
 - Get MOUs to us when you can if you have not already done so.
 - Feel free to log-in to the digitalpowrr.niu.edu blog and add posts.
 - If you have trouble logging-in let Sarah know.

See you in 10 days!