## 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