

# Digital POWRR

## Preserving digital Objects With Restricted Resources

### MEETING AGENDA

**Date:**

August 15, 2012

**Time:**

10:00am – 3:00pm

**Place of Meeting:**

FO\_055

**Invited Individuals:**

Aaisha Haykal  
Jeff Hancks  
Meg Miner  
Patrice Prud'homme  
Drew Vandecreek  
Lynne Thomas  
Jaime Schumacher  
Katharine White  
Matt Short  
Sarah Fraser  
Stacey Erdman

**❖ 10:00 –10:20 → Meet n Greet**

- ❖ Introduce new team members

**❖ 10:20 –10:45 → Project status update**

- ❖ Each institution

**❖ 10:45 –11:50 → Create detailed project timeline**

- ❖ Define primary phases of the project
- ❖ Break down phases into workflows
- ❖ Create schedule to reflect deliverables

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Lunch → Noon – 1:00pm

Rare Book Reading Room 4<sup>th</sup> Floor

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**❖ 1:00 –2:00 → Create agenda for Advisory Board meeting in October**

- ❖ Flow of meetings
- ❖ Topics that need to be addressed
- ❖ Questions we need answered

**❖ 2:00 –3:00 → Metadata discussion**

- ❖ Understanding what we know and don't know
- ❖ How is metadata currently handled on our campuses