

# Digital POWRR

## Preserving digital Objects With Restricted Resources

### MEETING AGENDA

**Date:**

October 11<sup>th</sup> & 12<sup>th</sup>, 2012

**Time:**

Oct 11<sup>th</sup> 8:30am – 4:30pm

Oct 12<sup>th</sup> 8:30am – 3/4:00pm

**Place of Meeting:**

Holmes Student Center  
University Suite – 2<sup>nd</sup> Floor

**Invited Individuals:**

Liz Bishoff  
Steve Bromage  
Stacey Erdman  
Sarah Fraser  
Martin Halbert  
Jeff Hancks  
Aaisha Haykal  
Martin Kong  
Jerome McDonough  
Meg Miner  
Gayle Porter  
Christopher Prom  
Patrice Prud'homme  
Amanda Rinehart  
Amy Rudersdorf  
Jaime Schumacher  
Matthew Short  
Lynne Thomas  
Drew Vandecreek  
Katharine White

**Thursday October 11, 2012 Agenda**

- ❖ 8:30 Breakfast – Conference Room
  - ❖ 9:00 Basic Introductions
    - Who, What, and Where?
    - Overview of 2–Day Agenda (JAIME)
      - Housekeeping
      - Expected Outcomes
    - Brief History of this Project (LYNNE)
    - About Us (DREW)
      - Who we are as institutions
      - The numbers: Budgets, Faculty, Students
      - What we mean by “Restricted Resources”
      - Dig Preservation Budgets, Tech Skills, Staffing
      - Why we are involved in this project
  - ❖ 10:00 What is Digital Preservation? (JAIME)
    - Each Advisor: Your thoughts/theories/experiences
    - Each Advisor: What is your biggest “lesson learned” in your experiences with digital preservation projects? What do you wish someone had told you when you first tackled the challenge of digital preservation?
  - ❖ 10:45 BREAK
  - ❖ 11:00 Dig Pres Challenges for Institutions with Restricted Resources (LYNNE/STACEY)
  - ❖ 11:50 Patrick Dawson, Dean of Libraries, Welcome Remarks (PATRICK)
- Noon – 1pm \*\*\*\*\* LUNCH \*\*\*\*\* Noon – 1pm**
- ❖ 1:00 Approaching this Project (JAIME)
    - Our Current Approach
      - Proposed Project Timeline
      - Budget
      - Tool Selection and Testing
      - Digital Object Surveys
    - Advisors’ Recommended Approach
      - What are we missing/forgetting?
      - Who else should we be talking to?
  - ❖ 2:15 BREAK
  - ❖ 2:30 Structuring the White Paper/Final Report (LYNNE)
    - Advisors’ experience with creating similar reports
    - Suggestions for structure (tiered?), approach, targeted audience, etc.
  - ❖ 3:30 Tools/Technologies/Services Selection (JAIME)
    - Finalize Master List
  - ❖ 4:30 Have a good evening!

**Homework: Each Advisor will be asked to bring their top 5 selections that he/she believes should be tested by the Project Team based on all of the challenges and limitations discussed today.**

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**Friday October 12, 2012 Agenda**

- ❖ 8:30 Breakfast
- ❖ 9:00 Each Advisor's Top 5 Selections listed on Whiteboard (JAIME)  
Discussion
- ❖ 10:30 BREAK
- ❖ 10:45 Continue Discussion  
Potential Discussion Points:
  - Micro-Services
  - UNT Project
  - Costs/Platforms/Technical Difficulty
  - Metadata
  - Email
  - How can smaller institutions collaborate? (Utilizing existing infrastructures and frameworks)
- ❖ 11:30 Final Selection of Tools/Technologies/Services that will be tested for this project (JAIME)

**Noon – 1pm \*\*\*\*\* LUNCH \*\*\*\*\* Noon – 1pm**

- ❖ 1:00 Creating an Evaluative Framework (LYNNE)
  - What are the fundamental functions that we need to test?
  - What criteria will be used to evaluate these functions during our testing phase?
- ❖ 2:30 Scheduling Future Advisory Board Meetings(JAIME)
  - Agree on next meeting date and what will need to be covered
  - Create approximated schedule for remaining meetings
- ❖ 3:00 Advisors Dismissed – Thank You! (DREW and LYNNE)
  - Project Team Break
  - Traveling partners have option to leave
- ❖ 3:15 Create Plan of Action (JAIME)
  - Timeline for contacting vendors
  - Assignments of responsibility
- ❖ 4:00 Have a great weekend!

**Outcomes:** Tool Selections Finalized  
Evaluative Framework Created  
Project Timeline Finalized  
Next Advisory Board Meeting Scheduled