

Scholarly Commons Steering Committee Meeting

February 9, 2016

Participants: Bianca, Maryann, Jeroen, Stephanie, Cassie, Ian, Dan, Chris

Regrets: Robin

AGENDA

1. Review Workshop Program and Logistics:
 - a. [Program draft](#)
 - i. We need to finalize the program
 - ii. **ACTION:** schedule meeting for Thursday this week at same time to work on program
 - b. [Workflow for note taking and visualization](#)
 - i. Shows logistics during the workshop
 - ii. Tools to use during workshop – Trello, visualization tool (used by the visualizer), and a text oriented tool for use during the principle text creation
 1. Trello - The visualizer can immediately see the notes during the session so he can react timely instead of waiting for notes at the end of the session
 - a. The workshop outcomes will be in Trello
 - b. Notes can be publically viewable, editing rights are per our specifications
 - i. At least one person per table should be able to edit the notes
 - ii. Should we agree on one person to be the Trello expert to provide immediate help for attendees if anyone is unfamiliar with the tool?
 1. **ACTION:** Assign a facilitator for each software channel
 - a. We should assign at least two people – “taggers”
 - b. Decide on these people by Thursday
 - c. It's important that people are comfortable using these tools/software
 - c. What are visual metaphors that we expect to be useful? It would help the visualizer with preparations
 - i. building with floor and rooms
 - ii. a streetmap with blocks/buildings
 - iii. an ecosystem with river,lake,forest, hill, cave etc.
 - iv. a complex molecular structure (3D?)
 - v. some stacked painter's palettes
 - vi. ...

- d. Do we need to identify note takers, facilitators for each session? If so, how many, who? What preparation and briefing is necessary in advance? How do YKON fit in with this/what support will YKON need from us?
 - i. Bianca and Jeroen met with YKON again last week. They asked them to workout their formats for their sessions – YKON is doing this now, we'll have another meeting with them tomorrow morning
 - 1. By tomorrow, they will have specific recommendations according to our current program
 - ii. Marcin could replace our initially planned/budgeted programmer
 - 1. This visualization is experimental (as is the workshop) so we can't say specifically what the results of his visualization will be
 - 2. Metaphors – would help Marcin with workshop preparations
 - a. Chris also volunteered his skills to the commons landscape map
- e. What still to ask participants
 - i. e.g., slide with name/picture/motto (for ongoing presentation during welcome/warm up on Thursday evening)
 - 1. We'll send a confirmation email to all attendees this week
 - a. **Action:** include a request for this slide in the email
 - 2. Motto – can be anything they'd like, something that characterizes them
- f. What still to ask the hotel (e.g., second beamer, sockets for many laptops)
 - i. Room setup & audio/visual needs
 - 1. Most sessions call for full round tables, consist of small group interactions
 - 2. We will need microphones and speakers
 - 3. We need additional sockets for laptops
 - 4. We should have two projectors & screens as well
 - 5. **Action:** Stephanie will confirm with the hotel that we will have strong Wi-Fi for the attendees during the meeting
 - 6. It would be good to have a technical expert for the equipment
 - 7. Stephanie will relay this to the hotel and send the order details to the group afterward
 - ii. Friday night will be an opening reception at the hotel – will not be a private room, will be a sectioned off part of the larger room/bar
 - 1. Opening reception will be sort of a cocktail hour. It starts at 7 pm, then we want to introduce plans for the next day, people will introduce themselves, perform the money exercise, and have a very brief presentation.
 - a. Should be made clear to attendees that this will not be a full dinner.
 - iii. Breakfast will take place in a separate room from the meeting room (breakfast is included in the room cost).
 - iv. Lunch will also be in the separate room both days.

2. Finalize Invitation List
 - a. Citizen Science slot: We will invite the suggestion of Mikel Maron: [Yantisa Akadi](#) (Humanitarian project lead at OpenStreet Map)
3. Working Group Webpage Update:
 - a. Scholarly Commons logo - Chris Chapman ([branding thoughts](#))
 - b. Start thinking about a date, place and invitee list for workshop #2.
4. Outreach preceding the workshop (see also [new doc for our outreach ideas](#))
 - a. Ask participants to create list of positive changes in scholarly communication (could do this in Trello).
 - i. **ACTION:** Between now and Thursday, we will draft a welcome email, describe goals and our ground rules for the workshop – most importantly, keep it positive. Maryann will take first pass at it.
 - b. Invite the working group to join this call in a couple of weeks
 - c. Involve working group in working on:
 - i. [Charter document?](#)
 - ii. [Commons document?](#)
 - iii. [Assumptions document?](#)
 - iv. List of things to avoid?

Review Action Items from previous meetings:

https://docs.google.com/spreadsheets/d/1DpER9RHHsxFos84vvNyUD9efS1XRHVWK_apM_YLE9Pg/edit?usp=sharing