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/1DpER9RHsxFos84vvNyUD9efS1XRHVWK_apM_YLE9Pg/edit?usp=sharing