

# Scholarly Commons Steering Committee Meeting

February 16, 2016

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

## AGENDA

### 1. Review Workshop Program and Logistics:

#### a. [Schematic program and plan of action](#)

i. Day 2 needs to be fleshed out a bit more; Bianca and Jeroen are meeting with YKON tomorrow to do this

#### ii. Day 0

1. Distribute badges at the reception (badges are 3x4"; first name only)

a. **Action:** Cassie will make badges and include a unique indication on the badges of Steering Committee

2. **Action:** Stephanie will ask the hotel if we can be in the Compostella II room at 6:00 pm instead of 7:00

3. **Action:** Cassie will make motto slides for the reception with Chris's slide template

4. The money exercise may only be useful if we return to it at the end of the program, depending on conversations with YKON, there may not be time on day 2 for this

a. Maybe we could just have the movie scenes and turn it into a fun trivia game?

b. All agreed to have an introductory/welcome session (preconceptions will be torn up) and proceed with the movie trivia/contest

i. **Action:** Everyone should gather movie scenes for trivia in the slack channel

1. 10-15 minutes for the trivia run by Robin

#### iii. Day 1

1. AV technician will be at workshop from 8-10 am

2. As many of the program committee that can be will be in room at 7:00 am to help prepare

3. Official welcome will be from Bianca and Jeroen

4. **Action:** Jeroen and Bianca will create a Trello training document for participants

a. SC members should be prepared to take on the note taker role

b. **Action:** Bianca and Jeroen will set up a Trello structure and we can have a run through of it before the workshop

5. Stephanie will be in charge of logistical announcements (e.g., coffee breaks, etc.)
    - a. Coffee/tea breaks are served in the room, meals are served outside the room
  6. **Action:** provide maps for the participants to get to the museum at 17:55 (include info on dinner, etc.) – print maps with times and tickets
- iv. Day 2
1. Draft principles – we'll begin by writing on flip charts but by session 11, we'll show something more concrete
  2. Closure/What's next
    - a. Slide listing issues that should be addressed and a soapbox
    - b. What action do we want participants to take after the workshop?
      - i. Encourage them to join the WG and spread the workshop results within their own communities
  3. We'll have the room until 17:00; we won't have to clean up until after lunch
  - v. **Action:** By next week, we should have a draft set of introductory and closure slides
  - vi. **Action:** Schedule a call for Thursday at the same time
- b. [New full, final program](#) (especially day 1)
  - c. [Workflow for note taking and visualization](#): this workflow is now fully embedded in the schematic program (see under a), so no real need to look at this separate workflow scheme
  - d. Agree on sharing schematic and full program document with YKON and visualizer Marcin Ignac
2. Working Group Webpage Update:
    - a. Agreement about workshop logo?
    - b. Start thinking about a date, place and invitee list for workshop #2.
  3. Outreach preceding the workshop (see [new doc for our outreach ideas](#))
    - a. Invite the working group to join this call
    - b. 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](https://docs.google.com/spreadsheets/d/1DpER9RHHsxFos84vvNyUD9efS1XRHVWK_apM_YLE9Pg/edit?usp=sharing)