AGENDA

1. Finalize workshop **invitation list**
   a. Twenty-two confirmed attendees so far
   b. **Action:** Send reminders to people who haven’t responded or replied “maybe”
      i. **Action:** email the Executive Committee with a reminder to follow up with invitees
   c. If we pull potential invitees from the website, they should fit within out two target groups
      i. We have about 25 more slots to fill – Stephanie told the hotel we would have 50 people

2. Finalize workshop agenda/program (see [Planning for the Face-to-Face doc](#))
   a. **Registration form** (please fill out!)
   b. **Program**
      i. Background for meeting – principles, machine action paper
      ii. Orientation to pilot
         1. Why is this necessary?
         2. What are we asking participants to do?
         3. Open the workshop with a very strong statement, lay out all of the backend and front end components of what a data citation system would require
            a. Allow for discussion
      iii. Reports from analysis of citation studies, etc.
         1. For example, Chun-Nan could present his experience with PDB and how citation is being used – helps tie it to bioCADDIE as well
      iv. Ask publishers to bring some use cases of data citation
         1. Show them a desirable endpoint
      v. Discussion groups with option to identify workflow blocks (we can create a generic diagram)
      vi. Group reports back
      vii. Which of these obstacles can be addressed in the context of the pilot
         1. Effort vs. importance grid
   c. **Do we need a presentation for a JATS explanation?**
      i. It is important for everyone to hear about this

**DCIP Action Items:**
[https://docs.google.com/spreadsheets/d/1LfkcAg34gvC5Su_4cM9dH-8pCYi6wGNyWSw58ao7mlc/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1LfkcAg34gvC5Su_4cM9dH-8pCYi6wGNyWSw58ao7mlc/edit?usp=sharing)