

MetaArchive NDIP Project

Third All-Project Meeting

Monday, 8/15/05

Meeting Overview:

The third all-project meeting will focus on completion and assessment of the preservation network (now in the process of deployment), next harvesting activities, preparation for the cooperative agreement analysis, and brainstorming for future projects.

Meeting Outcomes:

- 1) Subsequent Harvest Plan, identifying the timeline for subsequent harvests,
- 2) Preservation Network Assessment Plan, which will identify specific assessment steps to be taken,
- 3) Cooperative Agreement Analysis Plan, describing what information will be gathered to inform the cooperative agreement development, and how this information will be analyzed,
- 4) Ideas for future projects.

Preparation for meeting:

- A. Poll your technical people about issues to discuss in setting up the preservation node servers.
- B. Review the drafts of the Subsequent Harvest Plan and Preservation Network Assessment Plan, provided that Emory staff are able to generate something for distribution by Saturday 8/13/05.
- C. Review the project plan and start thinking about what a long term cooperative agreement would need to include.

People planning on attending:

<i>Auburn:</i>	Aaron Trehub, Beth Nicol
<i>GA Tech:</i>	Tyler Walters, Larry Hansard
<i>FSU:</i>	Robert McDonald, Chuck Thomas
<i>Louisville:</i>	Delinda Buie, Carrie Daniels
<i>VA Tech:</i>	Gail MacMillan
<i>LoC:</i>	Caroline Arms
<i>Stanford:</i>	Thomas Robertson
<i>Emory:</i>	Martin Halbert, Katherine Skinner, Johnny Healey, and Kyle Fenton.

Agenda:

Note that all sessions will be in Room 215 on the main(entry) floor of the library, NOT the Jones Room on the upper floor as we have done in the past.

<u>Times</u>	<u>Location and Tasks</u>
0900 AM - 0930 AM	Arrivals; light breakfast provided.
0930 AM - 1000 AM	Review agenda, where we are in the project schedule, and planned meeting outcomes.
1000 AM - 1100 AM	Discussion: Completion of the preservation network deployment, planning the preservation network assessment activities. Outcome: Draft of the Preservation Network Assessment Plan.
1100 AM - 1200 PM	Discussion: Subsequent harvests planning and scheduling, as well as review of the cooperative agreement planning requirements. The goal here is not to try to develop the cooperative agreement, but to systematically identify all the relevant information we need to make an informed analysis about different cooperative models in order to develop the agreement in the second half of the project. Outcome: Draft of the Subsequent Harvest Plan.
1200 PM - 0130 PM	Lunch at Petit Auberge Restaurant.
0130 PM - 0230 PM	Discussion: Preparations for the cooperative agreement development, what kinds of information we need to gather and who will take responsibility for gathering what data, initial thoughts about future steps to expand the cooperative. Outcome: Draft of the Cooperative Agreement Analysis Plan.
0230 PM – 0245 PM	Break.
0245 PM - 0400 PM	Completion of all three plans previously drafted. Continued discussion about future projects to expand, consolidate, and sustain the cooperative. Outcomes: Preservation Network Assessment Plan, Subsequent Harvest Plan, Cooperative Agreement Analysis Plan, ideas for future projects.