

**MetaArchive Cooperative  
All-Project Meeting**

**Friday, 9/28/07**

**Meeting Overview:**

This all-project meeting will be focused on 1) wrapping up final activities from the initial project phase and 2) transitioning the project into the extension phase.

Meeting Activities: 1) Review and edit the Final Report, including the network testing outcomes; 2) Review project extension phase deliverables and work plan; 3) draft the Community Building Implementation Plan; 4) draft the Network Development Plan for the extension phase; 5) Approve a design direction for the MetaArchive Cooperative website; 6) Launch the DDP Listserv.

**Meeting Outcomes:**

- 1) Final Project Report, outline approved and draft produced;
- 2) Network Development Plan, drafted to guide network development for the extension
- 3) Community Building Implementation Plan, drafted to guide outreach activities
- 4) DDP Listserv, formally launched
- 5) Website design direction approval

**Preparation for meeting:**

- A. Review the extension work plan (re-circulated via the listserv on Tuesday, Sept. 18);
- B. Review content conspectus to identify what content you have not yet harvested—these materials must be harvested by 11/07
- C. Prepare content identification list for additional collections within your archives for harvest in the extension phase
- D. Outreach Committee, review and comment on Community Building Program Implementation Plan (distributed via the listserv on Tuesday, Sept. 25)

**Attendees:**

<i>Auburn:</i>	Aaron, Beth
<i>GA Tech:</i>	Tyler, Catherine
<i>FSU:</i>	Becca, Plato
<i>Louisville:</i>	Rachel, Delinda, Carrie, Dwayne
<i>VA Tech:</i>	Gail, Andy
<i>Emory:</i>	Martin, Katherine, Johnny, Kyle
<i>LOC:</i>	Caroline

**Agenda:**

*All activities will take place in the Carlos Museum Board Room at Emory University.*

<u>Times</u>	<u>Location and Tasks</u>
08:30 AM – 09:00 AM	Arrivals, informal welcomes, light breakfast provided.
09:00 AM – 09:15 AM	Review Agenda
09:15 AM – 09:45 AM	Final Report: review and comment
09:45 AM – 10:30 AM	Extension: deliverables and work plan review
10:30 AM – 10:45 AM	Break
10:45 AM – 12:00 PM	Network Development Plan: drafting
12:00 PM – 01:00 PM	Lunch.
01:00 PM – 02:20 PM	Community Outreach Plan: drafting
02:20 PM – 02:30 PM	Break
02:30 PM – 04:00 PM	Review of the MetaArchive website design direction with Resonance

\*\*Extra time in the day can be devoted to resolving the following questions:

What new networks do we want to prioritize for the extension phase (if any)

Pricing model for storage space

Consulting—what tasks are we willing to do and how will this work?

Technical layout of our networks (proposed: one title database per network)