

**MetaArchive Cooperative
All-Project Meeting**

Friday, 2/08/08

Meeting Overview:

This all-project meeting will be focused on the technical network.

Meeting Activities: A) review the analysis of the conspectus database and the cache manager; B) review the outcomes of the first network test (Emory node rebuild); C) review harvesting plan and progress to date; D) review and approve the first stage of the Market Analysis.

Meeting Outcomes:

- 1) Conspectus/Cache Analysis, draft reviewed
- 2) Network Test One, review outcomes, lessons learned
- 3) Network Development Plan, review and create progress report
- 4) Market Analysis, review work done to date

Preparation for meeting:

- A. Review the extension work plan (re-circulated via the listserv on Tuesday, January 29th);
- B. Review the network plan and harvesting schedule (circulated via the listserv on Tuesday, January 29th);
- C. Review content conspectus to identify what content you have not yet harvested and begin working toward their harvest (all must be complete by 02/08)
- D. Prepare content identification list for additional collections within your archives for harvest (beginning 02/08)

Attendees:

<i>Auburn:</i>	Aaron, Beth
<i>GA Tech:</i>	Tyler, Catherine
<i>FSU:</i>	Becca, Plato, Roy
<i>Louisville:</i>	Rachel, Delinda, Carrie, Dwayne
<i>VA Tech:</i>	Gail
<i>Emory:</i>	Martin, Katherine, Kyle, Monika
<i>LOC:</i>	Caroline (phoning in)

Agenda:

All activities will take place in Room W210 in the Ekstrom Library, University of Louisville.

<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 – 09:30 AM	Extension: deliverables and work plan review
09:30 AM – 10:30 AM	Conspectus Database and Cache Manager analysis: review and comment
10:30 AM – 10:45 AM	Break
10:45 AM – 12:00 PM	First Network Test: review results and draft documentation
12:00 PM – 01:00 PM	Lunch
01:00 PM – 02:20 PM	Network Plan and Harvesting Schedule: review and document progress
02:20 PM – 02:30 PM	Break
02:30 PM – 04:00 PM	Market Analysis, phase 1: review and approve direction; Planning for the upcoming ETD workshop

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

Timeline for each institution's new equipment install

What do we want to do with our older equipment

Technical layout of our networks