Attendees
a. Dr. Daniel Alemneh (UNT Metadata Librarian)
b. Yan Han (University of Arizona Associate Librarian for Research Services)
c. Geneva Henry (Rice University Executive Director, Center for Digital Scholarship)
d. Gail McMillan (VA Tech Director, Digital Library and Archives)
e. Xiaocan (Lucy) Wang (Indiana State University Digital Repository Librarian)
f. Matt Schultz (MetaArchive Program Manager)
g. Dr. Katherine Skinner (Educopia/MetaArchive Executive Director)
h. Shannon Stark (UNT Strategic Projects Librarian)

1. TxETDA Debrief, Notes & Outline Updates
a. Matt Schultz (Project Manager) checked in with steering committee members for any new thoughts or comments regarding the meeting or the TxETDA conference
   i. Gail McMillan (VA Tech) inquired about the focus group recordings – Matt has followed up with Shannon Stark (UNT) and they will be transcribed and available shortly
   ii. Gail & Geneva Henry (Rice) both echoed that the session was very informative – the Texas Digital Library in particular has done work that the project should inquire after further
b. Daniel Alemneh (UNT) encouraged us to submit a poster for 2012 USetdA – Laura Hammons has extended the date for those – Matt will follow-up
c. Katherine Skinner (Educopia) and Matt’s notes are now available on Google Docs for each author
   i. Steering committee members were encouraged to follow-up w/questions or clarifications
   ii. Matt checked in with steering committee members to see if they had what they needed to refine their outlines
      i. The group discussed deadlines for refining these
      ii. Matt encouraged getting them updated with feedback from our meeting within the next two weeks – we will meet again on Thursday, March, 22nd at 11am ET to check in again and set a hard deadline for one week later on Friday, March 31st

2. Use of Documentation & Communication Tools
a. Matt checked in with the group on how the dual approach with Google Docs & wiki was working – preferences are split
b. The group determined that each author should continue to work according to their preferences
   i. On the wiki it will be important to create separate pages for new versions (suggesting draft, semifinal, final nomenclature)
   ii. In Google Docs it will be important to upload/create new documents for new versions (also suggesting draft, semifinal, final nomenclature)
c. We will use the listserv/individual emails and conference calls to check-in on uploading, labeling, syncing versions and linking between Google Docs and the wiki
   i. Matt will facilitate these syncs and linkages
3. **Guidance docs intro & defining ETDs discussion**
   a. Katherine and Matt reviewed the Introduction outline and asked for feedback
      i. Gail remarked on item 1a and how it expanded the scope of her Guidance document to factor in the range of submission sources from a cost estimation perspective
      ii. Gail also asked for clarification as to whether range of formats (1b) encompassed multimedia presentations in lieu of theses – need to make sure to touch on that area in the intro and address it also strategically in other Guidance documents where applicable
   b. The group briefly discussed ETD definitions
      i. Daniel shared UNT’s policies defining ETD submissions and distributed on the listserv after the call
      ii. Gail also shared VA Tech’s submission policies for ETDs to the listserv after the call
      iii. Matt invited the steering committee members to feel free to share further examples of ETD definitions that they have found useful – post to the listserv

4. **Future calls and schedule**
   a. Next call is scheduled for Thursday, March 23 from 11am–12pm ET
      i. This will be a brief call to check-in on finalizing outlines
      ii. Hard deadline for all outlines being finalized by Friday, March 30
   b. Calls will move to monthly progress check-ins after March 23
      i. The group will settle on ideal days/times to meet each month on our next call