Chronicles in Preservation Kick-Off Meeting
Minutes
08/23/2011

Attendees

1. Kenning Arlitsch (Univ. of Utah)
2. Mike Furlough (Penn State)
3. Martin Halbert (UNT)
4. Cathy Hartman (UNT)
5. Robert Horton (Minnesota HS)
6. Sue Kellerman (Penn State)
7. Gail McMillan (VA Tech)
8. David Minor (Chronopolis)
9. Mary Molinaro (Univ. of Kentucky)
10. Mark Phillips (UNT)
11. Matt Schultz (Educopia)
12. Katherine Skinner (Educopia)
13. Jody Thompson (GA Tech)
14. Tyler Walters (VA Tech)

Agenda & Minutes

1. Katherine Skinner and Matt Schultz took attendance, reviewed roles, and facilitated introductions
   a. Matt will be reaching out individually to follow-up with those who were not able to be on the call to answer any questions about what we covered, call notes, next steps, etc.

2. Matt reviewed the scope of the grant, deliverables and reviewed the timeline as covered in the revised workplan:
   a. Two-year project – August 2011-July 2013
   b. Deliverables include:
      i. Guidelines for Digital Newspaper Collection Preservation Readiness
      ii. Comparative Analysis of Distributed Digital Preservation Frameworks
      iii. Interoperability Tools
   c. Five Phases (see revised workplan for details)
      i. Start-Up Phase – August-November 2011
      ii. Research Phase – November 2011-February 2012
      iii. Transition Phase – March-July 2012
      iv. Development Phase – July 2012-April 2013
      v. Wrap-Up Phase – April-July 2013
3. Matt opened the call to questions and updates:
   a. Gail McMillan (VA Tech) inquired about interoperability tools development
      i. Matt clarified that we will be exploring both existing tools (e.g., BagIt, TIPR-RXP, plugins, etc.) and the need for any new tools that may need to be developed to bridge content ingest and preservation repositories
      ii. We will gain clarity on the need for development during the start-up and research phases and document plans
   b. Matt issued a general call for updates to newspaper content or repository software at provider locations:
      i. Jody Thompson (GA Tech) confirmed with grant project staff that they have adjusted titles and dates – see below:
      ii. Gail McMillan (VA Tech) informed the grant project staff that they are moving to DSpace for several of their collections – portions of their digital newspapers may fall under this new implementation
   c. Matt issued a call for updates at the three preservation sites:
      i. David Minor (Chronopolis) informed the group that they were making some backend storage migrations to SDSC’s stack, and were exploring new ingest packaging processes in-line with their requirements for their collaboration with UCSD Curation
      ii. Mark Phillips (UNT) updated the group on the success of their off-site replication (two full sites), and implementation of a scalable event tracking service to manage their replication
      iii. Matt highlighted MetaArchive’s collaboration with UNT & Chronopolis on their NHPRC grant – have learned an incredible amount about opportunities for layering on micro services and benefits of BagIt-based approaches to managing data under preservation

4. Matt moved to scheduling deadlines & meetings for the remainder of our Start-Up Phase (Aug-Nov):
   a. Development of the collection/repository assessment survey will take place between August 29th and September 30th – Doodle scheduler will be going out to Katherine Skinner, Mark Phillips, Martin Halbert, Hannah Tarver & Gail McMillan.
      i. Martin & Gail are unavailable Sept. 12-16th
b. Collection/repository assessment survey will be distributed no later than **Friday, Sept. 30th**

c. Individual feedback meetings with each content provider will be scheduled for **Oct 1-14th** - **Doodle scheduler will be going out this week for gathering availability**
   i. Cathy Hartman is unavailable the 1st week of Oct.

d. Katherine, Martin & Matt will be researching existing standards and merging with provider survey feedback to produce a gap analysis – completed by **Friday, Oct. 21st**

e. Chronicles Committee Meeting (Start-Up Phase) scheduled for **Friday, Oct. 28th** - to review survey findings and standards gap analysis

f. Advisory Group Meeting (Start-Up Phase) scheduled for **Friday, Nov. 11th** (to avoid conflicts with DLF) - to review survey findings and standards gap analysis

5. Additional items
   a. Martin clarified the use of the project wiki and calendar
      i. The official project wiki will be made available this week and will hold all grant documentation, project assignments and contacts, meeting notes, deliverables, etc.
      ii. Matt will also build out a Google Calendar that can be published to the web and linked to from the project wiki