FOLIO Product Council Agenda

February 9, 2017

Meeting Time: 9:30am-11:00am EST
Meeting Number: 192 946 509
Call in Number: 415-655-0001
Meeting URL: OLE WebEx
PC Folio Wiki: https://wiki.folio.org/display/PC/Product+Council

1) This week’s notetaker: Peter

2) PC member rep change; MM SIG liaison
   a) Naun@Cornell has accepted a position at another institution; Jesse Koennecke will be taking his place.
   b) Naun was the liaison to the Metadata Management SIG; we will need to identify someone else to fill this role. (Naun will stay on the Metadata Management SIG.) Dracine will take this on in the interim.

3) Information Sharing Round Robin (general announcements, close communication circles)
   a) Steering Committee/Managing Director
      i) Two weeks ago there was a stakeholders meeting (senior management from OLE, EBSCO and Index Data). First of planned quarterly face-to-face meetings. It is an alignment meeting to ensure the partners are understanding each other and move the project forward.
   b) Holly/Developers
      i) New Positions: two senior developer positions to be posted today (or soon after). Asked Peter Murray to announce the positions at the Code4Lib meeting in early March. Six other people from OLE going to Code4Lib will also be able to spread the word. For the final interview process of candidates, Holly will arrange a time to meet with as many of the PC members as possible. These are remote positions and remote interviews as well. Holly will ask the Steering Committee for the name(s) of someone to interview the candidates.
      ii) February 1st FOLIO Forum was on how to onboard developers. Matt Conley demonstrated how developers can build their local environments.
      iii) The sprint 6/7 review was conducted on Feb 7th. Holly reviewed the outcomes of the sprints with the Product Council and screen captures from the demonstration of the software as it exists now.

c) SIG liaisons
User Management: went through V1 document User Mgmt tab; went back deeper into a couple of issues from Cate Boerema’s User Metadata doc - proxy patrons and staff permissions for circ functions. Will schedule a joint meeting with Resource Access as these issues overlap with their area.

Resource Access: SIG team is reviewing the V1 functional document and Harry will meet with the SIG team today to review the document with the group.

Resource Management: small group reviewed acquisitions tab on V1, larger group did not meet. Filip is working on things and expects to have things to show next week.

Internationalization SIG: there is a small group meeting tomorrow to review at a high level what is needed for V1. There is a Doodle poll to set a meeting time next week for the first meeting. There are a significant number of people for whom the Internationalization SIG will be their formal interaction with FOLIO, so it may take some time for the SIG to come up to speed.

d) Index Data
   i) Nothing to report.

e) EBSCO
   i) Nothing to report.

4) FOLIO Product Council wiki update
   a) Updated the home page to add a prominent link to the home page, and updated the “OLE Product Council” to the “FOLIO Product Council”
   b) Peter will update the descriptions for PC and the SIGs in the built-in Confluence Space Directory.
   c) There is a need to modify the description of the Product Council to be inclusive of coordinating all library activities (not just those of OLE members). Dracine and Sharon will revisit this.

5) Onboarding: what is the PC’s role? Should there be a SIG for onboarding? Should there be a regular FOLIO Forum? Should there be some kind of toolkit (e.g. ID’s for developers)? What about having an existing OLE library mentor a new library?
   a) new libraries to FOLIO
   b) new participants to SIGs
   c) Opportunities? Challenges?
      i) Documents to produce - FOLIO org/landscape chart?
      ii) What is going to valuable to SIGs from new members?
      iii) How do we avoid “starting over from the beginning” every time new member joins?
      iv) Not to disrupt momentum that is already occurring in a SIG while getting new participants up-to-speed quickly. To say to new members: ‘here is where we are and here is what work needs to be done.’

   d) Ideas for grounding people in the project
i) Casual interest referred to marketing team

ii) Provide concierge onboarding/orientation to those giving intentional commitment (particularly libraries or other organizations).

iii) A point-person where there are a small group of people who answer basic questions to help other organizations help themselves.

iv) Areas to cover/FAQs

1. Inventory of the moving parts; a minimum description of what people need to know. OLE under Kuali had a document that suggested how libraries could organize themselves. (M. Winkler will try to locate this document.)

2. An equivalent to what the developers have (dev.folio.org) except geared towards a more general purpose use.

3. Paula, Michael, and Peter to work on this document and bring it back to the Product Council when it is ready for review.

Really need to focus on giving those EBSCO is marketing to good direction for engaging.

SIGs don’t need to be representative. Need to contribute where there is need or have agility to grow in a desired direction.

6) Update on MVP review/V1 spreadsheet?

   a) Hoping to be done by next week. Anticipate reviewing periodically to update with what has been learned.

7) Other items?

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