1) This week’s notetaker: Sharon Wiles-Young
   a) Nov 24th no PC meeting
   b) Sharon Wiles-Young will facilitate the PC meeting on Nov. 10th

2) Discussion of Harry K.'s SIG Priorities draft:
   https://wiki.folio.org/display/PC/SIG+Priorities-20161031-DRAFT
   a) Business Operations Management vs Resource Management team
      i) Terminology and naming of these two areas: Keep Resource Management as the SIG name. This SIG incorporates business operations and can split down into specialized groups as needed
      ii) Holdings data updating, editing, deletion fits under Metadata and Resource Management as well- Distinction between print and e-resources? Collaboration across SIGs needed- Be mindful of functionality overlap
   b) Linked data
      i) SIG will address workflows, modeling business operations, overlap with Resource Management with Linked Data going forward--Refer to Harry’s document
      ii) Linked data experts should be assigned to Metadata Management
   c) Other comments?
      i) Access Management SIG & User Management - Circulation rules and circulation functions that overlap
      ii) Update PC wiki - wiki does allow for inline commenting, edit drafts and other documents directly on the wiki
      iii) PC accepts Harry’s suggestion to rename LSP Auth SIG to User Management
   d) Next steps for SIG participant list:
      https://docs.google.com/spreadsheets/d/1SSPPA9Q7BppDvaKYf5mFOc2w1zr63ItMe34X32B9ZEA/edit#gid=0
   e) Do we communicate with nominated participants, hand over to ID?
i) What to do with spreadsheet of names, next steps: provide membership list to Index Data and invitation from the PC- webinar to kick off the SIGs - introduction and overview, then give a FOLIO Forum after the SIGs begin their work

ii) Question: Who is the convener of the SIGs -- need to assign a leader for the SIG collaborate with Index Data about facilitator and leader--suggest have convener, a leader from the community, how about co-convener community member and Index Data contact-- this will help with development -- best practices with OLE a leader with system analyst and technical business analyst

**ACTION ITEM:** PC members to identify a potential convener for SIG leadership and submit to Dracine by noon Friday (11/4).

iii) **ACTION ITEM:** Dracine will write to Charlotte and provide her with the SIGs list; We need to clarify responsibilities: flexible, ability to respond quickly and speak to proposals; PC appoint convener and provide assistance to a potential convener

   (1) Dracine will ask Charlotte to offer names of Index Data

iv) **ACTION ITEM: For the PC** - send Dracine names of potential conveners’ of the SIGs by the end of day

3) Potential to present on SIG organization, development work and Product Council role on Dec. 14 FOLIO Forum (Kristin M.)
   a) Harry to talk about the FOLIO roadmap in next Forum
   b) Another idea was to have a Forum on SIGs someone from PC to report in the Forum, someone from Resource Management to report on activities to date, give background, help people understand process, how people get involved, more open with information and ask for comment, get more input
   c) **ACTION ITEM:** Forum Facilitators group consider changing Forum date to Dec. 7th

4) FOLIO and Casalini’s Shared Virtual Discovery Environment Project (email attachment)
   a) Subgroup of Big Heads- future directions of metadata, 16 libraries participating OLE- Texas A&M, Chicago, Cornell--enrich data with URIs and convert to BibFrame and store records in Link Data database should be ready by ALA
   b) **ACTION ITEM:** Paula will send out the documentation to the group

5) FOLIO Glossary- Discuss this next week; spreadsheet is on the wiki and we will look at how to keep this glossary up to date

6) Fleshing out SIG engagement draft to address Holly’s questions:
   a) Can you give me an idea of what it involves?
   b) How does one participate?
   c) How much time does it take?
   d) Is travel expected?
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