OLE Product Council Agenda

December 8, 2016

Meeting Time: 10:00am-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

SIG Kick-off Discussion

1) This week's notetaker: Roswitha or Paula
   a. REMINDER: No PC meeting Dec 29th

2) Welcome/Introductions
   a. PC
   b. Index Data (Peter Murray, Charlotte Whitt, Filip)
   c. SIG Conveners
      i) Resource Access SIG- Andrea Loigman (Duke)
      ii) User Management SIG- Chris Manly (Cornell)
      iii) Resource Management SIG - Kristin Martin (Chicago)
      iv) Metadata Management SIG - Doreen Herold (Lehigh)

3) SIG Engagement:
   a. Goals for SIGs
      i) SIG engagement document
      ii) SIG participant lists
      iii) Roadmap: SIG start dates?
      iv) Communication Spaces
         (1) Types of SIGs: functional in nature (Metadata, Resource Management, Access Management)
         (2) Cross-functional that may need to review work of other SIGs to make sure developments fit needs (accessibility, internationalization, privacy)
   b. Kristen Wilson and Kristin Martin can offer a perspective from the Resource Management group.
   c. Monthly PC FOLIO Roadmap meeting w/ Harry Kaplanian - convener/ID participation?
   d. Request for SIG participant to serve on Forum Facilitators Group: https://wiki.folio.org/display/FACILITATORS/Membership
   e. Possible January 18th-20th face-to-face meeting participation
f. Added by Holly (who is not attending today): Each SIG will be expected to provide a brief weekly status that is included in the Project Status Report that Holly sends out. This can be the convener or a designate. Holly will contact the convener/designate each week when the draft status report for that week has been created in Google. This usually happens on Wednesday afternoon, with the status due by noon on Friday. There will be a spot for you to add information for your SIG. The RM SIG is already doing this.

4) Convener Questions/Comments
   a. Next steps?
      i) Conveners will send welcome email to their SIG participants
         (1) Ideas for beginning include: a) onboarding new to FOLIO participants about previous activities/work; 2) begin identifying important issues related to SIG functional area
      ii) Charlotte/Filip will reach out to conveners for prioritization of SIG meetings and figure out time for official kick-off meeting
      iii) Peter will set up a separate wiki space for each SIG (independent of PC space for maximum flexibility) and update permissions for participants.
      iv) Anne Highsmith will add SIG participants to Google space (may need to use different email if not associated with Google platform)
      v) Liaisons: PC to SIG
         (1) Resource Mgmt: Kristen Martin
         (2) Resource Access: Sharon Wiles-Young
         (3) User Management: Paula Sullenger
         (4) Metadata Mgmt: Chew Chiat Naun
      vi) Conveners will let Holly M. know who to list weekly SIG for Project Status Report
      vii) Conveners will also identify SIG designee to participate in Forum Facilitators Group.
      viii) Dracine will email relevant links/documents to conveners asap
     ix) Monthly PC/Roadmap meeting agenda will be shared with conveners and Peter (they will decide if pertinent to participate).

5) Glossary - Paula
   Which site do we prefer?
   a. https://wiki.folio.org/display/PC/Glossary+of+Terms
   b. https://docs.google.com/spreadsheets/d/17kRyXflyV-TZyS2sUbS1zTY1mZ83QUT6JxHJnr0w7hs/edit?gid=1426404785
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