2019-04-23 Meeting notes

Zoom link: zoom.us/j/244921097

Date
23 Apr 2019

Attendees

- Anya Arnold
- Steven Bischof
- Kelly Drake
- Kirstin Kemner-Heek
- Jesse Koennecke
- Chulin Meng
- Karen Newbery
- Miklos Lendvay
- Tod Olson
- Lisa Sjögren
- Paula Sullenger
- Patty Wanninger
- Thomas C. Wilson
- Jeff

Goals

Discussion items

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Who</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Discussion of project management tools used</td>
<td></td>
<td>• Still a to-do on Karen’s list</td>
</tr>
<tr>
<td></td>
<td>Discussion of proposed sessions for Working Meeting</td>
<td>Put Karen as convener for Implementer sessions</td>
<td>Jesse will send link to web form to input sessions below</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reporting SIG may not be attending working meeting/having sessions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>By Thursday or Friday - estimate of how many developers and/or folks from Europe will be needed for travel arrangements.</td>
</tr>
</tbody>
</table>
FOLIO help app - do we need to push ranking of this so that there's somewhere we can contribute documentation for implementers?

Discussion in Product Council and Technical Council, make sure it's done right, create templates for conformity

User manual different than technical documentation

Harry K. will have a recommendation ready in a few weeks to hire someone.

Implementation documentation should be in same site as end-user documentation. Both kinds of documentation should be linked so the effects of a customization could be researched on the technical side and vice versa.

Have to figure out what is a sustainable approach.

With FOLIO being so customizable, it may be difficult to have shared documentation. Though having basic documentation may be something we can do.

A basic branch in GitHub from which individual institutions could branch off for their custom documentation? If there's something that changes at the core, it would be easy to bring that into your custom documentation.

Consider consequences for different approaches.

Document basics of area, include user stories at the end to show how to customize.

Important to have robust community space to share their customizations and results. Main communication channels we have are Slack and Discuss. Good for quick conversations that won't necessarily persist. Documents need to be permanent, searchable.

We do have this Confluence site as a wiki.

TA&M making wiki pages - especially with SysOps documentation.

FOLIO currently a development - community needs to own minimum requirements, documentation as we shift to implementation assistance.

We'll need to be flexible as we create the documentation - will need to consider changing as we go.

<table>
<thead>
<tr>
<th>Proposed Sessions at Working Meeting</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impl</td>
<td>Discussion</td>
</tr>
<tr>
<td>Impl</td>
<td>Discussion</td>
</tr>
<tr>
<td>Impl</td>
<td>Discussion</td>
</tr>
<tr>
<td>Impl</td>
<td>Discussion</td>
</tr>
<tr>
<td>Impl</td>
<td>Discussion</td>
</tr>
<tr>
<td>Impl</td>
<td>Discussion</td>
</tr>
<tr>
<td>Documentation - blue sky ideas for good way to consider how we do documentation</td>
<td></td>
</tr>
</tbody>
</table>

**Action items**

- [ ]