## 2022-06-29 Meeting notes

### Date
29 Jun 2022

### Attendees
Martina Tumulla Thomas Trutt Marie Widigson Martina Schildt

Regrets: Jacquie Samples Michelle Futornick Jana Freytag

### Meeting link
Zoom link: [https://openlibraryfoundation.zoom.us/j/88593295877?pwd=Zm53aG1Ga2g5SVV1OFAvK0IMVVQz09](https://openlibraryfoundation.zoom.us/j/88593295877?pwd=Zm53aG1Ga2g5SVV1OFAvK0IMVVQz09)

Calendar invite: [https://openlibraryfoundation.zoom.us/meeting/tZwofuqqpz4iHdMaSb6vfljyDAIO5x1_KkNTI/ics?icsToken=98tyKuGqzlpGN2bu8ARp- GYr4b-rxmCVHgqdnwSyzF5ZVewnSFP-S1Z9ouU_Pb](https://openlibraryfoundation.zoom.us/meeting/tZwofuqqpz4iHdMaSb6vfljyDAIO5x1_KkNTI/ics?icsToken=98tyKuGqzlpGN2bu8ARp-GYr4b-rxmCVHgqdnwSyzF5ZVewnSFP-S1Z9ouU_Pb)

### Discussion items

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
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<tbody>
<tr>
<td>To Dos follow ups</td>
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<tr>
<td>fyi: start of new &quot;finalized&quot; slides: <a href="#">Finalized Prioritization Proposal 2022006</a></td>
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<tr>
<td>Discuss feedback from Julie on proposed process</td>
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<tr>
<td>Julie went through some live examples</td>
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<tr>
<td>tried proposed process on these features:</td>
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<td><a href="https://issues.folio.org/browse/UXPROD-3480">https://issues.folio.org/browse/UXPROD-3480</a></td>
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<td><a href="https://issues.folio.org/browse/UXPROD-1830">https://issues.folio.org/browse/UXPROD-1830</a></td>
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<tr>
<td>feedback document: Julie’s go at trying out the proposed prioritisation process</td>
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<td>features status</td>
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<td>link will be provided</td>
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<td>prioritization on draft level</td>
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<td>existing features could be taken back to draft, when teams pick them up; so that they get ranked on in the new process</td>
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<td>adding a release is in the wrong place on the diagram check</td>
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<td>how do we deal with the old features?</td>
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<td>ignore them no</td>
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<td>rank on old features yes</td>
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<td>this may have changes</td>
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<td>new people come in</td>
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<td>workaround does not work</td>
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<td>list all, and people can decide whether they would like to rank all</td>
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<td>find ways to give new members a chance to have a say, without needing to rank all old features</td>
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<td>activate people more active</td>
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<td>Next steps:</td>
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<tr>
<td>meet with Julie 29 Jun 2022</td>
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<td>Walk through open questions and make decisions / add to proposal</td>
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<td>meet with POs</td>
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<td>question to POs: do features fit into epics?</td>
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<td>entering new requests in cases where multiple POs are concerned choose main focus and &quot;cc&quot; all other relevant POs as part of description are there other ways?</td>
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<td>meet with SIGs</td>
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<td>meet with CC?</td>
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<td>meet at Wolfcon and use that as final deadline for new prioritization start</td>
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<td>JIRA Questions</td>
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<td>is there a limit of JIRA accounts?</td>
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<td>is the voting option in JIRA used? Does that have any impact?</td>
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### Decisions

please see table below
### New Requests

- Create forms for each SIG and one cross-app form in Confluence
- New requests are submitted via these forms
- Requester enters descriptive title and description with use cases
- Default information is pre-entered, to capture all needed details
  - e.g. Assignee (=PO)
  - SIG label
  - "new_request" label
- New requests should be assigned to a PO (=assignee)
- In cases where multiple POs are concerned choose main focus and "cc" all other relevant POs as part of description
- This option should be added as a separate field
- There will be an automated import to JIRA via API
  - Once a week
- These new requests will be added as features with a new, separate status and label "new_request"
- New requests can be monitored via dashboards
- PO or convener does duplicate check
- PO or convener brings request into SIG for further refinement and discussion
- PO or convener changes status of request
- If necessary: PO can directly change status without SIG discussion (for urgent cases) this should not be the standard process

- Confluence is open to everyone
- No account limit
- No expert knowledge needed
- Requests cannot get lost and are easier to track for the providing institution
- New requests are trackable via dashboards
  - For requester, SIG and PO
  - Possibility to comment
  - E.g. if others would like to push the request
  - For PO to mark as duplicate
  - Linkable to duplicates
  - History can be kept
  - Alternative: Add "New request" as ticket type (like feature, story...)
- New requests should be added with a separate status instead of as a new type advantage:
  - Type would need to change from "New request" to feature after "approval"
  - Status change is easier, and nevertheless trackable

#### How to provide new requests is separate from prioritization process, but has been discussed in context of it.

Recommendation: New requests as well as all other tickets in JIRA should be clear in title and description for being able to understand what exactly the ticket is about precondion for being able to rank

### What should SIGs rank on?

- All features with status
  - Open
  - Draft
  - In refinement
  - In progress
- NFRs?
- Industry standards?

- Same as we ranked before; task was to create a new process around existing tickets
- New institutions should be able to rank backwards and not only new requests
- Prevent duplicates
- Prevent that institutions create duplicate new requests because they are not allowed to rank on existing open features

TBD: Who decides what industry standards are?

Would that be something the SIG could do?

### SIG prioritization

- Use ranking tool
  - TBD: Which one? How?
- Frequency: regularly, up to PO or SIG convener
- TBD: Duration: several weeks (3 weeks?) to rank
- After ranking process: calculate one total rank per feature, cross-app features are ranked by all related SIGs
- Add one field per SIG
  - For the calculated total rank of each SIGs ranking as part of each ticket
- Import total rank into JIRA
- In addition: Make variance of ranking available to the community (through the ranking tool)
- Extensive communication

- Asynchronous prioritization via tool enables all community members to take part
  - No matter the time zone
  - No matter whether there are / can be representatives in the SIG meetings
  - No matter the language barrier
Institutional ranking

- Use ranking tool - TBD: which one?
  - fields to prioritize should include
    - Priority
    - Impact on work
    - Urgency
  - frequency: twice a year
  - TBD: duration: several weeks (6 weeks?) to rank
  - after ranking process: calculate one total rank per feature
  - Use a combination of fields for the calculated total rank:
    - Priority
    - Impact on work
    - Urgency
  - Keep one field for the calculated total institutional rank as part of each ticket
  - Import total rank into JIRA
  - in addition: make variance of ranking available to the community (through the ranking tool)

Weighting for ranking institutions

- Implement differentiated weighting for ranking institutions
  - for implementation status
  - for consortia vs. single institution
- TBD: How? What will the weighting look like?

Ranking values

- will be using 5 ranking levels
  - similar to R1 to R5, but clearer in wording for comprehensibility
- TBD: is there a limit to how many R1s an institution can have?

Chat

Action items