

Final 9/5/08

# OLE Project – Project Kick off Meeting

## September 9 – 10, 2008

Duke University, Durham, NC  
Washington Duke Inn

### Attendees:

**Jean Ferguson**, Head, Research and Reference Services, Duke University Libraries  
**Deborah Jakubs**, Rita DiGiallonardo Holloway University Librarian & Vice Provost for Library Affairs, Duke University  
**John Little**, Supervisor, Integrated Library System Team Duke University Libraries  
**Linda Martinez**, Librarian for Engineering, Math and Physics, Duke University Libraries  
**Sharon Updike**, OLE Program Coordinator and meeting note-taker, Duke University Libraries  
**Lynne O'Brien**, Director of Academic Technology and Instructional Services, Duke University Libraries  
**Beth Forest Warner**, Assistant Vice-Provost, Information Services, University of Kansas  
**Mary Roach**, Assistant Dean, Technical Services, Kansas University  
**Doreen Herold**, Catalog Librarian, Lehigh University  
**Timothy M. McGeary**, Senior Systems Specialist, Lehigh University  
**Jim Clark**, Chief, Legal Deposit and Internet Unit, Library and Archives Canada  
**Carmel McInerney**, Director for Technical Services, National Library of Australia  
**Grace Agnew**, Associate University Librarian for Digital Library, Systems Rutgers University  
**Christopher Mackie**, Assoc. Program Officer, RIT program, The Andrew W. Mellon Foundation  
**Jim Mouw**, Assistant Director, Technical & Electronic Services, U. Chicago  
**Bill Covey**, Interim Director for Support Services, University of Florida Libraries  
**Michael Winkler**, Director, Information Technologies and Digital Development, University of Pennsylvania  
**Joseph Zucca**, Director for Planning and Communication, University of Pennsylvania  
**Marshall Breeding**, Director for Innovative Technologies and Research, Vanderbilt University

### Background materials:

- A. Kuali Student Systems Project document, pp. 5 – 25 (Note how they defined their vision, scope and assumptions.)
- <http://student.kuali.org/downloads/kuali%20program%20charter%20v3.0.pdf>
- B. Also review the feature description of the OpenCollection Project. (Note project rationale, components.)
- <http://www.opencollection.org>
- C. See the Service Framework Diagram from the National Library of Australia. (Note services organization and description.)
- <https://wiki.nla.gov.au/display/LABS/3.+Service+framework>

Be ready to discuss the following.

1. What made you and your library interested in this project?
2. What experiences have you and your library had that will be especially helpful to the OLE Project?
3. What do you see as the most important outcomes of this project?
4. What components are absolutely essential in the system we design?
5. What components are definitely out of scope?
6. What other projects or systems that we know of should be reviewed carefully for their relationship to this project?
7. What will make the system we design different from other projects?
8. What high-level assumptions or ground rules should we set for the project?

Have your calendar with you so we can confirm dates for all project activities.

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### Meeting objectives:

- 1) Team building, so as to facilitate online project work between meetings
- 2) Development of a draft scope document
- 3) Finalize overall planning process for the project
- 4) Training in Service Oriented Architecture

Monday, September 8, 2008	
6:25 pm	Pick up at front door of Washington Duke Inn for dinner
6:45 pm to 9:00 pm	Team Dinner at Tosca's 604 W. Morgan St., Durham <a href="http://www.bluecorn-tosca.com/tr_home.asp">http://www.bluecorn-tosca.com/tr_home.asp</a>
Tuesday, September 9, 2008	
8:00 am to 8:50 am	Continental Breakfast - Tower Room (Washington Duke Inn)
9:00 am to 9:30 am	Meeting - Holloway Meeting Room (Washington Duke Inn) <b>Welcome, meeting overview, introductions, expected meeting outcomes</b> Leader: Lynne O'Brien
9:30 to 10:00 am	Presentation & Discussion: <b>Overview of the problem space</b> Leader: Marshall Breeding
10:00 am to 10:30 pm	<b>Discussion of problem space, review of project/pilots/documents related to our problem space. What makes our project different from others? What do we see as the biggest opportunities and obstacles?</b> Discussion leader: John Little
10:30 am to 10:45 am	Break
10:45 – 11:15 a.m.	Small group work: <b>Begin development of scope document</b> <b>What components are in scope? Out of scope? What are the high-level assumptions influencing the project? What are we NOT going to do?</b> Group leaders: Jean Ferguson, John Little, Marshall Breeding
11:15 am to 12:00 pm	Full group discussion: <b>Review ideas from small groups, consolidate ideas. Determine steps that will get us to a written scope document which can be shared with the full library community.</b> Discussion Leader: Jean Ferguson
12:00 pm to 12:45 pm	Lunch - Garden Room (Washington Duke Inn)
12:45 pm – 1:45 pm	Walk over to <a href="#">Perkins-Bostock library</a> for tour of library, new <a href="#">Link</a> learning center
1:45 pm to 2 pm	Return to Washington Duke Inn
2:00 pm to 3:30 pm	Meeting continues - Holloway Meeting Room (Washington Duke Inn) Project planning: <b>Review of project milestones and timeline. Discussion of expectations for partner libraries in gathering feedback from a broader community. Review of opportunities for information sharing through conferences, meetings, etc. Discussion of public webcasts as communication vehicle.</b>

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	Discussion Leader: Lynne O'Brien
3:30 pm to 3:45 pm	Break
3:45 pm to 4:15 pm	Planning next meeting – <b>Decide on general plan for training and follow up work on Business Process Modeling</b> Discussion leader: Jean Ferguson
4:15 pm to 5 pm	Next steps: <b>What things need to get done between now and the next meeting? What action items does each person/library have once we leave the meeting?</b> Discussion leader: John Little
5:00 – 6:15 pm	Break
6:15 pm	Pick up for dinner – front door of Washington Duke Inn
6:30 pm to 9:00 pm	Team dinner – Watts Grocery restaurant ( <a href="http://www.wattsgrocery.com/">http://www.wattsgrocery.com/</a> ) 1116 Broad Street, Durham, NC, 27705 / 919.416.5040
<b>Wednesday, September 10, 2008</b>	
8:00 am to 9:00 am	Continental Breakfast - Tower Room (Washington Duke Inn)
9:00 am to 10:20 am	<b>Service Oriented Architecture – Introductory Training</b> Presenter: <b>Robert D. Schneider, SOA Systems, Inc.</b> <b>Text:</b> <i>SOA: Principles of Service Design</i> by Thomas Erl, Prentice Hall, 2008. Textbook and workbook will be distributed at the meeting.
10:20 am to 10:35 am	Break
10:35 am to 12:00 pm	Continued SOA training
12:00 pm to 1:00 pm	Lunch – Garden Room (Washington Duke Inn)
1:00 pm to 2:15 pm	<b>Continued SOA training</b>
2:15 pm to 2:30 pm	Break
2:30 pm to 4:00 pm	<b>Continued SOA training</b>
4:00 pm to 4:30 pm	Conclusion: <b>Review each person's assignment and when tasks are due.</b>
4:30 pm	Meeting adjourned. Departure.