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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 Urdike, 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

Pre-meeting reading and preparation:

A. Look at the Kuali Student Systems Project document, pp. 5 – 25, to see 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.

- <http://www.opencollection.org/index.php?q=about&s=features>

C. Be ready to share your thoughts about 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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Monday, September 8, 2008	
6:25 pm	Pick up at Washington Duke Inn for dinner
6:45 pm to 9:00 pm	Team Dinner at Tosca's 604 W. Morgan St., Durham http://www.bluecorn-tosca.com/tr_home.asp
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) Welcome, meeting overview, introductions, expected meeting outcomes Leader: Lynne O'Brien
9:30 to 10:00 am	Presentation & Discussion: Overview of the problem space Leader: Marshall Breeding
10:00 am to 10:30 pm	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? Discussion leader: John Little
10:30 am to 10:45 am	Break
10:45 – 11:15 a.m.	Small group work: Begin development of scope document What components are in scope? Out of scope? What are the high-level assumptions influencing the project? What are we NOT going to do? Group leaders: Jean Ferguson, John Little, Marshall Breeding
11:15 am to 12:00 pm	Full group discussion: Review ideas from small groups, consolidate ideas Leader: Lynne O'Brien
12:00 pm to 12:45 pm	Lunch - Garden Room (Washington Duke Inn)
12:45 pm – 1:45 pm	Walk over to Perkins-Bostock library for tour of library, new Link learning center
1:45 pm to 2 pm	Return to Washington Duke Inn
2:00 pm to 3:00 pm	Meeting continues - Holloway Meeting Room (Washington Duke Inn) Project planning: Review of project milestones and timeline; discussion of what each partner library will do to gather feedback from a broader community; steps that will get us to a written scope document which can be shared with the full library community
3:00 pm to 3:30 pm	Communication planning: What conferences or meetings are people attending? What opportunities do we have to share information and get input from others?
3:30 pm to 3:45 pm	Break
3:45 pm to 5 pm	Next steps: What does each one of us need to do to get ready for the next meeting? What needs to get done between now and the next meeting?
5:00 – 6:15 pm	Break

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6:15 pm	Pick up for dinner – front door of Washington Duke Inn
6:30 pm to 9:00 pm	Team dinner
Wednesday, September 10, 2008	
8:00 am to 9:00 am	Continental Breakfast - Tower Room (Washington Duke Inn)
9:00 am to 10:20 am	Service Oriented Architecture – Introductory Training Presenter: Robert D. Schneider, SOA Systems, Inc. Text: <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	Continued SOA training
2:15 pm to 2:30 pm	Break
2:30 pm to 4:00 pm	Continued SOA training
4:00 pm to 4:30 pm	Conclusion: Review each person’s assignment and when tasks are due.
4:30 pm	Meeting adjourned. Departure.