SAG2 Meeting (public copy) 08/09/13

Note taker: XiaoLi

Attended: Robin Chandler, Kristine Ferry, Catherine Friedman, Todd Grappone, Xiaoli Li, Eric Milenkiewicz, Robin Milford, Michele Mizejewski, Adrian Petrisor

Absent: Gary, Lynne, Patti, Sue.

Agenda

1. Attendance call (Adrian, 2 min)
2. Review of items from previous meeting (Adrian, 5 min)
3. New meeting notes template (Michele, 5 min)
4. Best practices re use of 'Notify watchers' functionality (Xiaoli, 5 min)
5. Coordination with the other SAGs when same areas are assigned to multiple SAGs (continued discussion) (Adrian, 30 min)
6. Potential face-to-face meeting agenda (Adrian, 15 min)
7. Project updates (Adrian, 10 min)
8. Parking lot (10 min)
9. Review today's action items (XiaoLi, 2 min)
10. Future agenda items (Adrian, 5 min)

Notes

Item	Notes	Decision/Action
Not on agenda: How to mark "Absent/Late"	The ways to communicate whether a member will be late or leave early for conference calls were discussed.	**DECIDED:** If a member joins in the call late, it is necessary to let the group know her/his presence as soon as it's appropriate. **ACTIONS:** ☑ Adrian Petrisor will add the following two legends to the Meeting Agendas and Notes page. 1. **(e)** after a name means the person will leave the call early. 2. **(l)** after a name means the person will join the call late.
3. New meeting notes template	New template for meeting notes was discussed.	**DECIDED:** 1. use the template for meeting notes. 2. remove the word "DECIDED" or "ACTIONS" if nothing has been decided or no action items are identified. **ACTIONS:** ☑ Michele Mizejewski will create a template based upon the grid we approved and make it easy to link there from our Meetings page
4. Coordination with the other SAGs when same areas are assigned to multiple SAGs	It is too early to set up any communicate models. We do not want to over-engineer the process. One possible approach is to include member(s) from different SAGs on sub-groups.	**ACTIONS**: ☑ Robin C. will take the topic to the Coordinating Committee. Note: Action done. Robin C. has added this item to the 8/30 agenda for the CC.

5. Best practices re use of 'Notify watchers' functionality	By default, the "Notify watchers" box is checked. Some members prefer receiving emails when a SAG2 wiki page is edited. Some do not. If a person is not a watcher for a page, then s/he won't receive the notification	**ACTIONS**: for those who don't want to be notified when a page is edited should "stop watching" SAG2 page and add it into "favorite places".
6. Potential face-to-face meeting agenda	Several items listed on page "Draft agenda for potential SAG2 face-to-face meeting" were discussed. It was suggested to move "Goals for 2013/2014" to the end of the list and to broaden the topic "Access and discover to HathiTrust content". UC Open Access Policy is one of SAG1's priorities. We need to wait and see how it impacts SAG2 and SAG3. The necessity of a face-to-face meeting was discussed. The decision should not be made until the four subgroups complete their assignments.	**DECIDED**: 1. "Training on using the SAG2 wiki"is put on hold. 2. Subgroups will report the length of time needed for their research one week after the background documents become available. **ACTIONS**: ☑ Robin C. will ask the Coordinating Committee about offering a wiki training webinar to all SAGs. Note: Action done. Robin C. has added this item to the 8/30 agenda for the CC. ☑ Catherine will add "Discovery platform for UC libraries" to the face-to-face agenda list.
7. Project updates	This is a standing agenda item. At this point, SAG2 has one project team - **UC L**ibraries **D**igital **C**ollection (CDLDC). The team will offer a webinar on August 28th.	**DECIDED**: All SAG2 members will attend the webinar on August 28, if their schedule allows it.
.8. Parking lot	Background documents for SAG2 are still not accessible.	**ACTIONS**: ☑ Adrian Petrisor will check with Marlo Young on when the documents will be moved to SAG2. ☐ Once the subgroups are formed, those who has reports may post them as attachments to SAG2 wiki.
10. Future agenda items	Discovery and access to e-books; brainstorm other research topics	