

# SAG2 Meeting (public copy) 9/27/2013

## Attendance

Date: 9/27/2013

Note taker: *Todd Grappone*

Attended: Robin Chandler, Kristine Ferry, Lynne Grigsby, Gary Johnson, Xiaoli Li, Patricia Martin, Eric Milenkiewicz, Sue Chesley Perry, Adrian Petrisor,  
Robin Milford, Catherine Friedman, Todd Grappone

Absent: *Michele Mizejewski*

Meeting Guest(s): *Sarah Troy, Leslie Wolf*

### Agenda

1. Attendance, Patti, 2 min
2. [Unity Courier Discussion](#) - Sarah, Leslie, 15 minutes
  - a. SAG 2 Only Discussion - Patti, 15 minutes
3. [Face to Face Meeting Agenda Review](#) - Patti, 15 minutes
4. [ILL Environmental Scan Report](#) - Kristine, 5 minutes
5. Coordinating Committee Update - Robin C., 10 minutes
6. Approve [public notes](#) from 9/13 meeting as compiled for upload to UC libraries site - Michele, 5 minutes
  - a. It seems like we should also list *attended* as well as *absent*. Any objections to adding that to our mail agenda/notes template? No objections.

## Notes

Item	Notes	Decision/Action
1. Redacted RFP discussion		

<p>2. Face to Face Meeting Review</p>	<p>Each member will either facilitate or take notes during the meeting. Will redo the meeting and note that 4, 5 and 6 are identical.</p> <p>Prioritization expertise comes from SAG 3 to set ground rules. SAG 2 will use this exercise to set our own priorities. Come to consensus as how to do prioritization at the meeting.</p> <p>Review Roles is for everyone. The outcome will determine what needs attention and who will do what.</p> <p>Adrian Petrisor: Request 2 agenda items.</p> <ol style="list-style-type: none"> <li>1. Since we already have an agile project to report to SAG 2 AP would like to have a presentation on PM with focus on Waterfall and Agile. Patti: Does it matter, shouldn't we let the Project teams decide how they want to operate. In that sense, we can treat this like a black box.? AP: NGTS felt that it was important to know PM. RC: Could you do the overview after the meeting? AP: Yes. PM - still don't understand the reasoning that if NGTS felt it was important, how that applies to SAG 2. We are not NGTS.</li> <li>2. Digital reference group looks like it needs to be operationalized. The new structure doesn't have a written structure to move a service from implementation to operation. Felicia Poe and AP came up with a series of steps to operationalize. That sequence will be important when we have project teams implementing service and transitioning to operations. AP would like to add this to the discussion. Needs 15 minutes. Timing is important. DigRef feels like they need direction. Outcome would be to have co-chairs of draft of a charge for the DigReg operations team. SAG 2 needs to come up with a process. Process will be replicated later on other teams moving from implementation to operations.</li> </ol>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Adrian Petrisor will provide a post meeting overview of the difference between Waterfall and Agile Project management.</li> <li><input checked="" type="checkbox"/> Everyone should review the meeting agenda, we all have responsibilities.</li> </ul>
<p>3.Coordinating Committee Update</p>	<p>CoUL is asking the Coordinating Committee for a list of potential candidates for a digital reference position at .25 FTE. CoUL wants the list by Nov 1. The Coordinating Committee will send out a call for an internal recruitment. By the 18<sup>th</sup> the CC needs SAG 2 to create a selection committee to review applicants. HOPS did develop a position description. Pull Selection Committee from current Dig Ref committee and an AUL. The Selection Committee will make a recommendation to coordinating committee, a ranked list from 1-3 and send it to CoUL for selection. The position is a renewable 2-year appointment. Katherine volunteers to be the AUL representation on the Selection Committee.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Catherine Friedman will send out an email requesting people to might be interested to put themselves up for review and volunteers for Selection Committee.</li> </ul>
<p>4.List <i>attended</i> as well as <i>absent</i> to our agenda/notes template</p>	<p>Any objections to adding that to our mail agenda/notes template? No objections.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Michele Mizejewski will update template</li> </ul>

5. SAG 3 /CLS are working on a document delivery projects

SAG2 has oversight for ILL, of which document delivery is a key part, and thus the work that SAG3 is doing regarding electronic document delivery might need aligning with SAG2. What protocol shall we use for aligning our work with SAG 3 in this area?

Robin Chandler will take this back to the Coordinating Committee asking for information about the project and how to align interests between SAG2 & SAG 3