



NJVid Project Team
Meeting Minutes
5/9/08 – 9:30AM

Determine dates for summer conference calls:

Three calls were scheduled for the summer: June 12, July 10 and August 14, 2008. Each is the second Thursday of the month at 9:30AM.

Update on progress with hiring programmers:

Charles McMickle found a good candidate for the applications programmer position, but the candidate has yet to relocate, so Charles thinks it would be a good idea to conduct a phone interview and then follow-up with an in-person interview. Sandie expressed concern that what would seem to be a one month hiring task might turn into three months, but the other Project Team members were not as concerned – We will hold off on subcontracting to Rutgers to see if the applicants can be brought on board quickly. If another 1-2 months goes by, then we will subcontract.

Sujay will attend a crash course for learning Shibboleth in the near future and will soon learn Fedora architectures through the cyberinfrastructure meetings at Rutgers. He has not yet attended.

Hardware update:

Sun Microsystems continues to delay the release of their new server product – Rutgers does not want to rush into purchasing new hardware (such as Thumper) as soon as it is released onto the market and then regret it later – Isaiah pointed out that by waiting longer to make a purchase, more storage can be purchased for the same amount of money, or the same amount of storage space could be purchased for cheaper. In the meantime, NJEDge can be trained to use Rutgers' existing storage system – Grace has not had time to set up a conference call with Penn State regarding their storage system, but she will soon – Grace noted that we could contact Hewlett Packard (HP) and use listservs to ask others for recommendations and to glean reaction to their recently purchased storage systems. Isaiah offered to look for appropriate listservs. NJEDge will attempt to coordinate a conference call with HP.

Metadata Workgroup:

Grace has proposed that Mary Beth Weber, head of cataloging at Rutgers, join the workgroup – Sandie suggested adding two representatives from VALE – Isaiah volunteered to work out technical metadata specifications – The Metadata group should also consist of one member from each of the collection

workgroups who are interested in learning about metadata – A metadata training session was proposed to demonstrate to the collection workgroup members how METS works in conjunction with NJDH and so forth.

What should be in the Announcement link of the NJVid homepage?

The group agreed that the announcements linked from the homepage should also be posted to the blog – Grace cautioned that we should not to give off the impression that institutions will soon be able to upload their content – The collection profile criteria ought to be sent to the Alpha Implementers to gauge what they have in their collections and to initiate consideration into how they should deal with potentially problematic issues inherent to their collections – Grace pointed out that we should also announce the Shibboleth Soup Conference for the first week in June with Chuck Hedrick’s involvement.

When and where should communication take place in Wiki and Blog?

The Wiki is intended to be used for collaboration on documents such as workgroup charges, meeting minutes, and workgroup discussions while the blog is meant to be used for posting important announcements – With regard to announcements, Robert will work on installing a functionality using the Feedburner blog tool such that a post to the blog automatically carries over and posts to the NJVid Web site’s Announcements page as well.

Should we have a master directory of emails, numbers and names?

The group decided not to ratify this motion.

Any other presentations to date? Please give to Tom N. and keep track of costs contributed

Chuck Hedrick – Shibboleth Soup Conference

George Laskaris is presenting at a Rutgers fair – Sheri did not know the full details

NJVid federated identity management conference to be held November 19

Anything else?

The group needs to give guidance to content provider institutions regarding Shibboleth, determining rights and permissions to their materials, and evaluating their materials’ physical condition.

Action:

Sheri will email Tom N. the contact information for Cynthia Chamberlain, who is a good candidate to join the Advisory Board.

Meeting adjourned.