

BHL-Europe Portal & Ingest Review Meeting
08-10 February 2012, Helsinki (Finland), UH-Viikki



Agenda BHL-Europe Portal & Ingest Review Meeting

(08 - 10 February 2012, UH-Vikki, Helsinki, Finland)

Wednesday, 08 February 2012

*Meeting place: Unicafe Viola Kaisaniemenranta 2 (for more information:
https://bhl.wikispaces.com/BHLE_Helsinki_info)*

09:00-11:00 PMG meeting [closed - only PMG members]

- Final meeting preparation – 15'
- Risk and issue review – 30'
- KPI & deliverables: review and dependancies – 60'
- AOB, e.g. do we need more meetings? – 15'

11:00-11:30 Coffee break

11:30-12:30 PMG extended [PMG and whoever has interest]

- Important deadlines (deliverables, meetings, how to buy us more time) - 15'
- Final event - program, speakers, budget, demo day, final review... - 45'

12:30-13:30 Lunch

13:30-15:30 Portal review I [All, i.e. techies, testers, PMG, CWG] (GitHub, features, tester feedback):

- Demo of current portal status
- Review of developed portal features (Implemented & tested for Jan Release)
- Review of reported bugs: Closed/Open
- Review of GitHub features still under development (scheduled for Jan Release)

15:30-16:00 Coffee break

16:00-18:00 Portal review II

- Feedback from testers/developers on feature quality & overall status of portal
- Portal Review Summary: Overall evaluation of Portal status (i.e are we aligned with user expectations? Are there any gaps etc?)
- Review Closed/Open features (specified features only) against CoR – Optional?

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Dinners: We could meet at Hotel Arthur at 18:30 (and walk, if the weather is fine)

19:00 Organised dinner: [Tony's Deli, Bulevardi 7](#)

For the dinner we get a visit from developers of the Digitalkoot platform:
<http://www.digitalkoot.fi/fi/splash>. For those of you interested in gaming and OCR correction, please have a look and join us.

Thursday, 09 February 2012

Meeting place: room Nylander (2nd floor) in the main building of the Botanic museum, Unioninkatu 44

09:00-12:00 Development plan I [All, i.e. techies, testers, PMG, CWG] (next release, feature priorities, requirements)

- Run through GitHub Issues (project tasks & features scheduled for next Release March 2012)
- Confirm Prioritised BHL-Europe Features for Final Version

12:00-13:00 Lunch

13:00-15:00 Pre-Ingest: status, File Submission Guidelines, lessons learned [Techies, librarians available as testers anyway, PMG]

- Demo session of PI tool (current status)
- Discussion of current status & remaining issues surrounding PI
- Evaluation of uploaded content against FSG/forward planning for bringing content to an ingestible state

15:00-15:30 Development plan II

- Ingest Plan – discuss next steps

15:30-16:00 EarthCape - demonstration and BHL integration [Evgeniy Meyke] (see <http://www.earthcape.com>)

16:00-16:15 Coffee break

16:15-18:00 3 parallel sessions:

- Optional: Testers roundtable (alignment of procedures, timeline) - [Testers]
- BHL-Europe v2.0 (new projects, sustainability) - [PMG extended]
- Development blitz I [Developers]: Topics to discuss over 2day session:
 - Integration clean-up:
 - Content viewer theme integration
 - Springbatch updates
 - Ingest automation
 - Europeana/IA prep
 - Discussion amongst developers/bottleneck areas etc.

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19:00 Organised dinner: [Zetor, Mannerheimintie 3 - 5](#)

Friday, 10 February 2012

*Meeting place: Unicafe Viola Kaisaniemenranta 2 (for more information:
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09:30-12:30 CWG workshop I (15 min coffee break in between)

- Finalisation of flyer
- Finalisation of draft press release
- Identification of translators for press release (and flyers)
- Identification of a week of launch and press release
- Discussion and final decision about user survey
- Discussion on the Edinburgh presentation of BLE
- Discussion on tutorial videos
- Social media long-term strategy and alignment with gBHL

12:30-13:30 Lunch

13:30-14:30 Greenhouse guided tour (whoever is interested)

14:30-15:30 CWG workshop II

- Actions around the final review / conference
- Social media and communication for final events
- Discuss mass media topics associated with the final conference in Berlin

15:30-16:00 Coffee break

16:00-18:00 PMG - Lessons learned [closed - only PMG members]

- Review of current lessons learned draft
- Discussion of amendments and further topics to be included

*09:30-18:00 Development blitz II [Developers] - with coffee and lunch breaks, of course, and if needed...

- Continuation of above discussion topics.

Dinners: We could meet at Hotel Arthur at 18:30 (and walk, if the weather is fine)

19:00 Organised dinner: [Satkar, Fredrikinkatu 46](#)
