Participants Saturday, 29/05/2010:
Roger, Heimo, Adrian, Wolfgang, Boris, Lee, Walter, Henning, Mike, Melita, Lola

Notes from Henning:
Architecture:
- landing page for Google users: advanced search page, result page,…..
- Roger in contact with the LOCKSS director (Stanford) and propose a meeting with Walter
- Walter made contacts with HU to cooperate on LOCKSS
- OAIS gives recommendations on how to replicate between repositories (blue book, 6.1); migrating towards a federated solution (Figure 6-3)
- AIP replication: dictates storage policies/format for other BHL nodes; replicate exchange format as the current proposal
- we have to agree on the exchange format, metadata, etc. (METS profile)
- BHL no METS today but interested to work with METS
- decision on a shared approach between BHLE and BHLUS before September
- can BHL provide a SIP: yes, but needs to be investigated if we decide on the format (resources to realise the work), descriptive metadata MARCXML makes it possible, METS wrapper
- we give BHLUS our SIP and they study if this is doable, if not, meet into the middle, then to decide where the transformation is done (Europe or US)
- we need an action plan; development plan; Lee: can build the system in 6 months
- capture user requirements: build central use case group to speed it up by sending pre-prepared use cases to partners for approval or amendment
- revise current plan to harvest/mobilise content first (prioritising)
- we may provide two links to content in Europeana, one pointing to the BHLUS portal, one pointing to the BHL-E portal (test portal from September 2009); better not do it to get all traffic to BHLE to convince the EC what is our work
- SPAR system in production since 3 months, Rolls Royce in OAIS systems, BnF makes SPAR open source (to be decided)
- how big is the gap before the decision is made SPAR is open source?
- SPAR is owned by BnF, we may be able get a test system
- how much does SPAR fit into our architecture, do we need a Rolls Royce or will do a Volkswagen better
- when to decide on what solution to use – SPAR vs. ArchiveMatica; now prepare decision making process and set a clear deadline when to decide
- justify why not using Fedora as it is mentioned in BHLE DoW

Management:
- BHLE is special in terms of management: dispersed team, not full time staff members, no control over resources (other priorities,…)
- put down development status information and knowledge on the wiki or Google doc so we are not dependant on just one person
- how we manage who is doing what
- manage dynamic projects using Agile; daily meetings not possible, not planned until the end as things changes (MS Project)
- Sprint lasts 8 weeks to adjust for individual schedules
- no estimates of how long does individual things take
- focus on what we have to deliver when and who is responsible
- not tracing who spends how much time on what, very product oriented
- organise sprints into themes to a overall development cycle

- prioritise: what do we need now, what can be put for later
- gather user requirements only for what you implement, GRIB first, user requirements for GRIB first
- Lola translate Sprints into MS Project, assign tasks from the DoW to both systems
- maybe end of June Lola to Berlin, depending on how much work it is to do D2.4 revision
- user requirements important to convince our customer it is a good product (core business of institutions)
- Google spreadsheet and bi-weekly conf calls of Gerda, Boris, Melita, Lola on status with the communication with CP
- TMB was formalised before but 2 members not present anymore and 2 other members not attending meetings, therefore new TMB for deciding on technical directions: Adrian Smales, Boris Jacob, Melita Birthälmer, Walter Koch, Lee Namba, Chris Freeland
- end of October, with the Prototype, dissemination in the consortium and the community but not the big public to also avoid the Europeana problems
- AIT model highlevel scanning workflow as a template for partners

Participants Sunday, 30/05/2010:
Adrian, Boris, Lee, Walter, Henning, Melita

- discussed GUID (~3h) –more details elsewhere….
- ArchiveMatica presentation (20 min)