

## Closed TMB Session:- Friday 10<sup>th</sup> June, Tervuren.

### 1) Graham recaps on agreed development tasks from presentation slide:-

- Help/Feedback – Jiri/AIT/Atos will be involved in terms of training. Should have a global dimension to it as well. Feedback shld be shared globally with the US and others in terms of process of gathering feedback etc.
- GRIB – AIT lead with Boris involved in interconnectivity. – November Release. Feature list needs to be circulated to the developers based on description in list. Boris will provide feedback from GRIB members.
- Basket doc/ - AIT/Atos. – what is the Basket function. Jana to provide BA.
- Taxonomy and Name Searching – Ubio/VIAF - NHMW/AIT consultancy work required/level of discussion.
- CoL – November.
- Advanced Search 123 needs to be revised for Public Core Release.
- Jana: How do we align this with the Users – need to work closely with Jiri.
- Lee: do we want to archive anything for M28? Do we expect to have anything archived?
- Work: agree upon AIP format and start bulk archiving with script...i.e archiving AIPs into Fedora.
- August Release – focusing on Portal.
- Pdf functionality needs to be there for August – Jana
- Maybe create a mock up sample – for a small data set initially. If you pull it from AS then there wld be more integration work with the Portal.
- **Action Lee:** Feedback from Atos by Next Week so that Bernd knows what will be tweaked in the backend of the Portal.
- Formal list of features and what will be in August.Release.
- Performance Measurements/Test Cases - **Wolfgang**

### 2) GitHub Session and branching Strategy – Lee/Hengdi

- Lee provided walkthrough of the whole process/Accounts have been set up.
- Documentation – [bhl.wikispaces.com/WP3/Info](http://bhl.wikispaces.com/WP3/Info) for developers/github – Each time you want to contribute development work to the project.
- Incremental commits/Often - are suggested and then pushed to the centralized server as opposed to pushing thru massive changes at once.
- Contribute directly to the Source code and changes will be recognised. Process is automated by Jenkins.
- AIT will use their own sql for their databases
- Feedback so far:- minor bugs, found the workflow quite straight forward.
- Atos – will re-factor the Wiki!!

## Discussion of proposed dev/prod/stage etc model, permissions and nfs related issues:-

- 3.1.1 Execution Environments for installations. Interdependencies documentation – D3.7
- People should adhere to that plan - 3.1.3
- Accessing Servers on Wiki page – gives clear visibility and one can track changes.
- Branching Model for Release branches – porting to Production Environment.
- Fix nfs sharing problem – file ownerships – Issue. Everything launched under bhladmin. (by default).
- Privileges required.
- For production you can use tomcat user etc or other smaller accounts.
- Risk involved of sharing everything in one location – will there be time lost in completing the development.
- **Decision:** Continue with existing strategy in D3.7. nfs-demeter and Atos will also sign up and do some support with assistance from Andrea/Wolfgang...people should know their way around servers...server side from nfs will be resolved ...in theory!

## Issue Tracker:- Need to establish workflow for the actual process. [Lee/Atos]

- The plan is to migrate items currently in the Scrum Backlog to GitHub Issue tracker.
- We are now at the Development Phase of the Project in terms of the Portal – so Issues/Bugs should be migrated to the Issue Tracker.
- Wiki – put up a test page i.e. information page for testers – **Test manager/Jiri:Action**
- Export button for reporting purposes – not available on Issue Tracker system!
- Problems/Issues on the road to development – Purpose of Issue Tracker
- MSP – will be used to show overall objectives/tasks.
- **Action: Lola** - manage labelling: - Major/Minor/Critical.
- Lee: Do we want to do any level of testing for August i.e. the Portal
- Portal – team leader test? Test Phase. Create 2 Test Scenarios. Need to have a freeze date. – **Action: Wolfgang.**
- BHLUS statistics for usage patterns. i.e. Top 10 searches via Google Analytics.
- Performance testing:
- Pdf generator is the 4<sup>th</sup> highest hit page on the BHLUS portal.
- Archival Storage volume testing: - **Atos to discuss with Bernd!**
- Content Plan for WP2 – test components all the way thru from Pre-Ingest to AS.
- Only content from Portal i.e. not high resolution content.
- Pre-Ingest generates AIPs.
- We can load data but not archiving it at this stage- for Europeana content goes from the Portal.

- Promotion activities to be checked (WP5) i.e. in prep for Public Core Release.
- **Jiri**
- Include Jiri into techgroup calls.
- Ingest from portal being displayed in Europeana – for EC.
- After M28 – Creation of AIPs should be focus.
- Performance/Load testing – what environment do we want?
- Use the Production space – which is where we do the Public Core Release.

### 3) D3.8 – Scoping out the work. [Boris, Graham, Melita, Chris, Henning]

- We need to define who does what and how?
- Look at Europeana model
- Boris might provide the infrastructure .How do we incorporate the feedback into the Portal. (Feedback mechanisms)
- Technical Support/bug reporting – GRIB/Portal side button to report things.
- Technical Platform – Wiki/ How to use Portal etc.
- Who has control of the metadata for an object – Decision to be made.
- Who is responsible: - CPs?
- Melita/Henning to come up with a vision for follow on service....provide an outline of what the Helpdesk should provide i.e we need a framework to work on; provide the requirements and then we will know what the Scope of work is for the documentation and what is required from a technical side.
- Sustainability strategy:-
- Chris – infrastrucute to be defined in terms of what we will be supporting from technical side. i.e. costs etc.
- Service Component – working with suppliers in terms of content.
- What is the lifetime span of the Infrastructure? How long is long?

### 4) AOB:-

#### Public Core Release Meeting [Henning, Graham]

- Meeting in August (Timelines) 21/2days for Portal Dev and the other day for Workshops.
- How much time will be required i.e. sitting with users/how much testing required etc.rough estimate 2-3 days. Workshop/PMG Meeting.
- List of people needed for Portal Dev Session.
- Identify Users needed for testing/feedback. (5 to 6 people identified).
- TMB people/dissemination group.
- PMG Meeting – 30<sup>th</sup> Aug-2<sup>nd</sup> September (4days session).