Software Preservation Interest Group
Meeting notes 9/26/07

ABSTRACT:
Group will meet less frequently. 2 to 3 workshops per year presented by CHM staff on museum related projects. Quarterly meetings will be held for individuals to report on their projects and get feedback from others. These to occur in March, June, Sept., Dec. The first of the month quarterly reports are due on the listserve to be followed a few weeks later by the meeting. Lee Courtney volunteers to run the 1/4ly meeting. It was agree no minutes are required.

The first workshop will be Nov. 7th concerning the Timeline Exhibit.

Attending: Bernard Pueto, Phil Gust, Kathe Gust, Paul McJones, Lee Courtney, Henry Gladney, Al Kossow, Paula Jabloner, Kirsten Tashev, Randy Neff, Eric Petrich, Dave Redell

KT – Introduced the Powerpoint slides distributed earlier. See slides for details

1st slide
AK – history of software group,
KT largely independent collecting then as a group or common project

2nd slide
KT – How does the Museum feel about software mission & objects as expressed in slide. Al has made the most progress ever on reading. We haven't begun to tackle access issues yet? 3-5 yrs out for a real research center. We currently have a very small audience for software. Will send out CHM envisioning document.

3rd slide
KT – Explains what we're doing on an ongoing basis. Our challenge with Oral Histories (OH) is finding qualified interviewers. We have a set procedure for prioritizing OHs. Currently the timeline is the priority for FY08 (total of 15 for timeline) but changes yearly. 3 are currently assigned to software. Future plans call for a Software theme room and a topical gallery that could have software topics

4th slide
KT –Looking at CHM wide goals how can members of the SPIG help achieve them. OH list is attached. We would really like suggestions for lecture series speakers and help with processing & reading software on weekdays if available.

5th slide
AK – how to organize the group going forward? Role for group as advisory group. CHM brings topics to group for input based on CHM goals/projects. Independent projects would continue but would have a focus for each meeting (workshops).

DISCUSSION
LC – function as panel of domain experts such as the collections committee.
KT – Collections committee is a good example used when the curators lack expertise on item or it's a very expensive acquisition. Focus is more advisory for this committee. How valuable is it important for independent researchers to come & report. What does the group do for you?
LC – would like to expand the SPIG first bullet to rewrite at "expand SPG functions to include as an advisory group."
KT goal is to try & have CHM focused projects as opposed to the individual silo projects
HG so you want to expand the focus
PG issue as not aligned with museum staff which will add energy…best practices etc. Historical software what have we learned from this. So could do a workshop as we propose on this topic. Nagging problem suppose we do this stuff & what is the transfer process. Doesn't want their work to get dropped. Never a smooth process because everyone is busy.
KT only change really proposed is how we interact. Does it make sense to just have 3 workshops a year and use of a listserve to set the right parameters. Monthly is probably not necessary
PG stuff committee is doing that don't align with specific projects, providing more ways to plug-in now
LC once a month might be 2 frequent but workshops seem not a good fit. Would like to get together every 2-3 months for cross pollination
HG stuff can't be done in email
LC what do we want to get out of meetings and who will run them? Really likes the workshop idea.
KT 1/4ly meeting just about projects & issues involved as separate from 2 or 3 workshops a year. We need to get issues to be submitted in advance. Volunteers most take up the role of getting topics for the meetings. Staff can prepare the workshops.
PM I'm fine reporting using email list alone. Has taken minutes plenty of times so would really like to fine someone else to take them and its hard. If by email wouldn't have to take minutes & brings in people who can't attend meeting.
PG set up a blog so everyone can put their own presentations & feedback on the blog.
KT maybe we don't we need minutes, if this is unstructured cross-pollination
Everyone agrees to write a report 1/4ly.
HG How do you encourage the lurkers to do stuff?
KT does the current tool allow this?
PM It can be done on Plone.
KT Will go with workshop idea for 2 to 3 yr. meeting a year plus 1/4ly meetings to share problems & projects (cross-pollination).
LC will be responsible for finding a volunteer facilitator for 1/4ly meetings.
EP would like to see published museums software related needs to prompt members. This will be in Al's 1/4ly report distributed on the listserve.
LC need to create a mechanism for getting volunteers on software projects
KT different types of volunteers & SPIG people don't necessarily fit into the mold for day to day volunteer activities

LC what is the expectations of the museum for this group? Reading mission of SCC at creation.
KT group has been more deputy curators & not other areas that we talked about. Special focus on collection & domain & industry expertise for this group. We need your input for collecting, exhibiting. Other SIGs collection, OHs, review websites, lists of milestones, less research oriented. SPIG has been more independent in terms of research projects. This should make it more interesting for both.
LC CHM has had bold way of museum volunteers & don't want to loose that ability to do this. I think we are saying the same thing.
KT we need to set your expectations so you don't talk about the big black hole. There just isn't enough resources to provide access.
LC The committee can contribute "many Al's" to distribute this work across the committee. Has been done with Linux. The committee can help with the clerical work?
PG Are there small things that the lurkers can be used for.
AK Has 1000 tape images that need to verify.
AK Plone is more of a display area but could be opened up more.
PM would send 1/4ly reports by listserve. Most people have never bothered to sign up on Plone site. Large dumps can be put on Plone for people to verify.
PG mail list are useful for each projects.

KT For inclusion in 1/4ly meetings tied to CHM cycle
September 1, December 1, MARCH 1, June 1 to include:

- Progress
- Plans
- Problems

HG Noting the national Academy study group on digital preservation.

LC summary of meeting:
Less frequent meetings
No minutes
Lee will facilitate volunteers
Workshop ideas – 3rd one for this group
How do deal w/ software tsunami
1/4ly meetings after 1/4ly reports

RN – legal agreement for software donations,
KT – we have a template agreement so we can now initiate the process from the museum perspective. There are many problems least of which is not having a champion inside the company.

<u>Status updates</u>

LC - Collected SDS software: contributed software library & administrative paperwork for user group library

PG – NLS really good progress. How can we get this into people;s hands will use VMware with Linux one for server & one for client. Can run Augment in both windows & mac-os. All extracted into XML schema. Current video clips online probably a orphan work.

BP – Paul, Burt & Bob Patrick working on softline project for the exhibit and have made great progress. Can be tied to the workshop.

Next meeting Nov. 7th for next meeting a workshop on Timeline.
Dec. 5th 1/4ly report meeting time