**DDI Glossary Working Group – Meeting Notes**

**Date: 2022-01-26**

**Present:**

* Dan Gillman—Chair
* Jane Fry
* Valentin Brunel
* Stephen Richard
* Arofan Gregory
* Flavio Rizzolo
* Nathalie Gendron — Note taker

**Regrets:**

* Barry Radler
* Steve Richard
* Laura Malloy

**Updates from Dan:**

# On the Confluence [Glossary Working Group](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/2770796545/Glossary+Working+Group) page of the working group, Dan added:

* [Glossary work](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/2790359041/Glossary+work)
* [Glossary | Data Documentation Initiative](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/2789703711/Glossary+%7C+Data+Documentation+Initiative)
* [ISO 704:2000 Terminology—Principles and Methods](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/2790129665/ISO+704%3A2000+Terminology+-+Principles+and+Methods)
* [Glossary WG Meeting Notes](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/2789965825/Glossary+WG+Meeting+Notes)

1. **Where we should share our work on the glossary?**

**Decision**:

* We decided to create a new confluence page with the initial terms
  + <https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/2790359041/Glossary+work>.
  + We need to login in Confluence.
* We decided to enter Jira tickets for issues after the release of the glossary.

1. **What is the end product?**

**Discussion:**

* Are we responsible to export the content of the [Glossary Working Group](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/2770796545/Glossary+Working+Group) to the DDI website?
* Do we want to add the links to Confluence [Glossary Working Group](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/2770796545/Glossary+Working+Group) page?

**Decision**:

* We decided to provide a final version of the terms to DDI Team. The content of the glossary is the priority. Sheryl will help us to post the content on the DDI website.
* The DDI team relies on the working group to provide the updates to the DDI website.

1. **Reviewing of terms** [Glossary work - DDI - Confluence (atlassian.net)](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/2790359041/Glossary+work):

**Decision**:

* We decided not to add terms that are easily googleable.
* We decided to add the term “External reference” in the glossary. “Both the DDI technical sense of reference to other DDI metadata, and a general sense of reference of non-DDI things.”
* We decided to add the reasons why we kept some terms.
* We decided to remove the term “Federated search” and “governance.”
* We agreed it is a good exercise to go over what terms we want to keep from the DDI [Glossary](https://ddialliance.org/resources/ddi-glossary#letter_a), even if Dan made a first pass.
* Our first goal is to focus on the current resources to add terms for the glossary.

1. **Items to think about:**

• Do we want to add a list of acronyms and homonyms?

**Action items:**

* Dan will add a link to the [Jira](https://us06st1.zoom.us/web_client/yckmkh4/html/externalLinkPage.html?ref=https://ddi-alliance.atlassian.net/jira/software/c/projects/GLOS/issues/) on the Confluence [Glossary Working Group](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/2770796545/Glossary+Working+Group) page.
* Dan will request that the members of the working group can edit the [Glossary work](https://us06st1.zoom.us/web_client/yckmkh4/html/externalLinkPage.html?ref=https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/2790359041/Glossary+work).

**6. Resources:**

* New page with initial Glossary terms : <https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/2790359041/Glossary+work>
* Jira: <https://ddi-alliance.atlassian.net/jira/software/c/projects/GLOS/issues/>

1. **Next meeting:**

* February 9, 2022
  + Zoom Meeting
  + <https://us06web.zoom.us/j/83090594507?pwd=M0pHdi9uWW9vcVZHY2hQVUpNcUlQUT09>
  + Meeting ID: 830 9059 4507
  + Passcode: 724077
* Action all: Continue our review of the terms in the Glossary. We finished our review at [Inclusion inline vs. by reference](https://ddialliance.org/taxonomy/term/189) on January 26.