**DDI Glossary Working Group**

Wednesday March 9, 2022

0900-1000 (US Eastern)

Join Zoom Meeting

<https://us06web.zoom.us/j/83090594507?pwd=M0pHdi9uWW9vcVZHY2hQVUpNcUlQUT09>

Meeting ID: 830 9059 4507

Passcode: 724077

**Participants**:

* Dan Gillman (chair)
* Arofan Gregory
* Jane Fry
* Laura Molloy
* Nathalie Gendron (Notetaker)

Regrets:

* Steve Richard
* Valentin Brunel
* Barry Radler
* Flavio Rizzolo

Notes:

We did the first review of the terms to keep in the DDI Glossary. Wendy Thomas recommended adding some terms.



We reviewed the terms from “Archive” to “Crosswalk” and added references to various usages and definitions. To make progress, we should continue this work for other terms before the next meeting.

The draft glossary can be found on the confluence page. [Glossary work](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/2790359041/Glossary%2Bwork)

**Decision:**

**Process to create the Glossary**

* We will have two pass processes for generating the definitions of the terms.
	+ First pass is review and finding candidate sources
	+ Second pass is arriving at a definition (or maybe two)
* If an existing definition fits the needs of DDI, we should use it.
* We want a definition of each term in the DDI context.
* We will add relevant possibilities for the definition of the terms. We will go back and come up with the appropriate wording in the second pass.
* We won’t specify for each term that this is in the context of DDI, as we will add a caveat to the top of the glossary that the terms specifically apply to DDI.

**Removal of some terms**

* We removed the term “DDI Codebook Model” from the Glossary. We can still add it in the future.
* We removed the term Colectica because it is a private commercial application.
* We want to add only the terms to understand the DDI standard.
* We will add a link to the software page. [https://ddialliance.org/resources/tools](https://us06st1.zoom.us/web_client/zsc0psq/html/externalLinkPage.html?ref=https://ddialliance.org/resources/tools)

**Creating definitions**

For most of the terms, we found there is probably a useful generic definition, e.g., codebook, and there is the specific use of it in DDI. So, many terms will have 2 definitions associated with them.

**Acronyms, Synonyms**

* We need to make the definition of the terms accessible and usable.
* We decided to add the acronym in brackets.
* We will add, “also known.”

Resources

[Glossary work - DDI - Confluence (atlassian.net)](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/2790359041/Glossary%2Bwork)

[Glossary Working Group - DDI - Confluence (atlassian.net)](https://ddi-alliance.atlassian.net/wiki/spaces/DDI4/pages/2770796545/Glossary%2BWorking%2BGroup)

Next Meeting

Wed March 23, 09.00-10.00 ET