**Title of session**: review of CV production process

**Day**: 10/26/2016

**Participants**:

**Chair**: Wendy

**Note taker**: Sanda

**Background information**

*[This should be a short description of the purpose of the session]*

*[Links to any relevant documents*]

**Decisions**

*[Please note proposals agreed]*

*Today we are discussing some of the stages of the production process. The ones coming after selection of list to work on*

|  |  |
| --- | --- |
| Current | desired |
| Define coverage  Look at definitions in the schema  Expand or refine coverage | Feedback to documentation people asking to refine definition. |
| Review existing lists  DDI 2.5 documentation  Metadata records from various archives  Google searches |  |
| Establish base list  Evaluate against coverage  Assess common terms  what terms are needed to cover all types  exclusive over exhaustive  overlapping definitions |  |
| Reviewing list  Compare to real data |  |
| Write definitions | External review  Review guide on how terms and definitions should be reviewed and tested |
| Review list and definitions iteratively |  |
| Changes to list until all are satisfied  Based on testing and review |  |
| Publishing (has been covered yesterday) |  |
| Revisions  Result of feedback from users  Report of error is validated  A decision is made on the correction needed |  |
|  | Translation support  Translation version control  DDI published translations  CV should be together – source and translation  Publicize how to file an error (JIRA issue tracker)  The JIRA issue tracker can also be used for people to let us know about new CVs that are needed.  Assign roles for JIRA management |

Currently translations are done outside of the scope of the group.

When CESSDA metadata model is finalized it is going to require that all CVs are translated. Where will they be published? DDI Alliance would like them to be on the DDI Alliance site.

The chair should have a vice-chair.

The JIRA manager can be assigned from within the group.

TIC will be available for support throughout. Feedback and early input from the development group. CV group will be part of review processes of the DDI spec before public submission for review. TIC will be available for communication and feedback in the development stages of a CV as opposed to giving feedback at the end.

CV group will be able to concentrate on intellectual work!!!!

PRIORITIZATION RULES

1. Is covered by a class in DDI
2. There a need expressed or request from users or DDI developers
   1. Urgency of the expressed need
   2. Multiple requests for same CV take priority
   3. Easy, straightforward, takes less time to do (ease of creation)
   4. No existing and managed standard
   5. Is within the defined scope of the CV group coverage
   6. We have knowledge or affinity with the content
3. List of Fields that support CVs.
   1. Expressed interest
   2. We have knowledge or affinity with the content
   3. Ease of creation
   4. Potential value for users.
      1. Discovery
      2. Processing [automated]
   5. No existing and managed standard
   6. Is within the defined scope of the CV group coverage

**Issues requiring further discussion**

*[Please note pros and cons for different positions and the reasoning for them]*

ACTION PLAN FOR THE NEXT WEEK

*--OUTPUTS FROM SPRINT*

Current production/publication process

Draft of tool specification

Prioritization rules

Action plan for next year

Based on the “Desired” list

Tool spec deadlines

CV work (content)

*--AND NEXT YEAR 2016 - 10/2017*

**Is there a need for a continuation of this discussion?**

*[Possible options are further session, plenary, or evening session]*

**Is there a need for a longer document to continue this discussion?**

*[Please note the specific subject and who is going to do this]*