

# CHARTER Project Board Meeting Minutes / Actions



Project Board Meeting  
Wednesday 29 April, 13:30 – 14:30  
Room 910, Laver Building

## **1. Attendees:**

Martin Myhill	(MM)	(Project Sponsor)
James Green	(JBG)	(Project Manager) - Minutes
Jessica Gardner	(JBG)	(Principal Investigator) - Chair
Ahmed Abu-Zayed	(AAZ)	(Digital Assets Manager – Metadata and Digitisation)
Gary Stringer	(GS)	(School Representative – Creative Media and Information Technology Unit)
Ian Cook	(IC)	(School Representative – Associate Professor, School of Geography)

## **2. Apologies:**

None

## **3. Minutes of the last meeting**

Minutes of the last meeting were approved.

## **4. Project Managers Report**

JBG talked through the Project Manager's report and no issues were raised.

MM said that he had heard that Research Accounting have added £8,000 of overhead to the budget

**Action: JPG to investigate the status of the accounts.**

## **5. JISC Report**

JPG advised that the finances digitization and project plan were all on target. At the last Project Board, it was agreed to progress with the infrastructure of the repository as a priority. The JISC Targets have all been met.

A copy of the Mid-Term report can be found [here](#)

## **6. Workflows**

JPG talked through the current status of the CHARTER repository. It was explained that there is a basic live system and more corporate looking test site. As explained earlier, priority has been given to functionality rather than form at this stage.

**Action: JBG to forward URL of the test and live sites for Board members to browse.**

IC asked whether the word 'community' had to be used to describe the different areas of the repository. He felt that the word suggested joining a community of people to view items. JBG said that 'community' was a word used commonly in DSpace however no-one was sure whether it was imperative to use this term.

A suggestion was made to add a few lines of text to describe what the 'community' is. Another suggestion was to change the wording to 'collection'.

**Action: AAZ to consider the implications of changing the wording of 'Community'**

JPG gave an on-line example of a performing a search. IC asked whether there could be a referencing standard for students who reference items held within the repository. It was agreed that this would be a 'nice-to-have' item and may be considered at the end of the project.

JPG showed how an image can be expanded for greater detail to be shown. AAZ said that the images were 300Dpi. Discussion followed that a high quality image could be exploited for commercial gain. There has to be a balance between quality of image for on-screen purposes and high quality for commercial exploitation. JPG suggested that the images could be reduced further without an adverse effect on the viewing image quality. Students and academics could then request a higher quality Tiff image if necessary. IC said that printing was not the priority of this project.

**Action: AAZ and JPG to discuss and confer with JISC on an appropriate way forward**

IC asked whether there was a 3-D example of an image available on the test or live system. At the time there wasn't but JPG advised that it would be available for the next Project Board.

## **7. Reports and Discussion of progress and problems (All)**

### **Selection (JPG)**

JPG advised that around 600 images had already been captured and that the target was to capture a further 500 images by end of May, then 350 per month until end of August. This would allow September for verifying the data and transferring items form EVE.

IC asked if it would be possible for academics to request digitization of items in their personal ownership and for them to be uploaded to the repository. It was decided that this aspiration would have to wait for consideration at the end of the project, when JPG would arrange a 'brain-storming' session to scope the next phase of work and funding options. The construction of the infrastructure is the priority.

## **8. AOB (All)**

JPG advised that she was looking into creating an animation using some of the dissemination budget. It was considered a worthwhile and innovative use of funds.

GS re-iterated that the words, labels and text regarding the earlier 'Community' discussion should be intuitive.

With regards to the previous discussion regarding image quality, MM said that the repository must be accessible but also secure. There was consensus that the project did not want to use passwords to regulate access.

MM advised the Board that Innovative have found a way to link the repository into 'Encore' meaning that there may not be a charge for this.

## **9. Summary of actions, next steps and dates for future meetings (James Green)**

**Action: JBG to forward URL of the test and live sites for Board members to browse.**

**Action: AAZ to consider the implications of changing the wording of 'Community'**

**Action: AAZ and JPG to discuss and confer with JISC on an appropriate way forward**

Next Meeting – 17 June 2009, 10:00 – 12:00, Special Collections Room, The Old Library