RePAH management board meeting

November 1ˢᵗ 2006 – by video conference link

Present: Prof. M. Greengrass (MG), Prof. S. Brown (SB), Jared Bryson (JB), Dave Gerrard (DG), Robb Ross (RR).

1. **Matters arising:**
It was decided to use the acronym RePAH for the project, although problems were forseen with using the current URL for the site as it differs. If a new URL of http://repah.dmu.ac.uk had a server push or was an alias for the current site of http://rpah.dmu.ac.uk then the problems would be overcome.

   Action: RR to obtain the URL http://repah.dmu.ac.uk and organise a server push to the current site.

2. **Terms of reference:**
The terms of reference for the project board were agreed and passed. There is no requirement for terms of reference for the management board.
   a. Sheila Anderson has nominated Alistair Dunning as her representative on the project board. He is to be included in all further communication associated with the project board.
   AHDS want some copy for their newsletter; approx 600-700 words. The project needs to look at the portal development that took place within AHDS. MG to find out name of contact who can provide details and possible access.
   DG mentioned a currently working cross-database widget within the AHDS and will send the URL to JB.
   b. MG/JB had a meeting with Claire Warwick who has agreed to join the management board for the project. Currently Claire is paying CIBER for deep log analysis of the LARIAH questionnaire and is agreeable to the possibility of amalgamating our questionnaire with hers so long as they are compatible and the extra costs to CIBER are not too large. She is agreeable to the current timescales associated with the deep log analysis of our data. Amalgamation of the questionnaires will not affect the fact that LARIAH cover the costs associated with the prize draw on their site. The questionnaire for RePAH will be hosted at DMU and discussions will take place between DMU and Claire to ensure that any site log files are in an appropriate format should she wish to use them, although DMU can do the analysis should it be appropriate; MG to contact Claire concerning analysis need who will in turn contact RR to outline specification requirements. Discussion will also need to take place between DMU and Claire to ensure that our questionnaire is acceptable.

   Agreed: Terms of reference agreed and passed.

Action: JB to produce copy for AHDS newsletter. DMU will provide any necessary visuals.

Action: MG to find name of contact associated with the portal development work in AHDS and send it to DG.

Action: DG to send URL of working cross-database widget to JB.

MG to contact Claire Warwick concerning analysis needs and get her to contact RR.

Action: RR to liaise with Claire Warwick concerning the questionnaire and any possible changes that may be necessary.

3. **Draft questionnaire:**
    a. DG has made all the required changes agreed at the last meeting.
    b. DG suggested that there needs to be a number of tests on portal design and the associated questionnaire before the end of the year. He has found a number of live portals that can be used to contextualise any proposed demonstrator as well as the questions to be asked via questionnaire or focus group. It was hoped that some initial internal testing will have been done on the questionnaire before the ICT review meeting on the 7th November at Sheffield. Jared will try and organise some video equipment to use for capture of the focus group. It was also agreed to ask Claire Warwick if she could do some testing for us as well within her associated groups.
    c. It was agreed that some promotional copy was required to be used as an introduction to the questionnaire/online questionnaire/demonstrator. SB suggested that the currently developed single sheet of A4 copy be utilised. Robb to print off 20 copies of the sheet for use at Sheffield. It was noted that we will need to know the profile of the proposed group at Sheffield in order to ascertain if they are within our identified target audience population. Jared will send a delegate list to DMU partners.
    d. Production of the promotional copy is to be actioned by Jared.
    e. It was agreed that each partner will identify and disseminate details of the project internally, but that a centralised process needs to be set up. DMU will also tap into the dissemination conduits discovered by the ARIA project. RR will talk to Claire to ensure that no duplication will take place and also send the list to Sheffield for any additions they may have.

Action: Each partner to test questionnaire internally before 7th November.

Action: JD to organise video equipment for use at the focus group meeting on 7th November.

Action: RR to print off 20 copies of A4 promotional material for use at focus group.

Action: JB to send delegate list of focus group to DMU.

Action: JB to produce promotional copy for use on other web sites.

Action: RR to liaise with Claire Warwick concerning dissemination conduits for questionnaire. Send outcome to MG/JB for any further additions they may have.

4.   RDN performance measurement framework
Still waiting for data to arrive. Paul Huntington at CIBER has given details of what analysis of the web logs can be done, but this is dependant upon the data provided. MG suggested that personnel from DMU and RDN meet with Paul Huntington to formalise what analysis is required.

Action: RR/DG to look at the CIBER website and assess what is possible; send details to RDNs to see if there are any issues arising.

5.   Focus groups
MG has agreement from AHRC funded graduate research conference at Keele in April '06 to run focus groups. SB mentioned that it should be possible for RDN to run a specific event(s) just for focus groups and MG agreed to talk to Lorna Hughes concerning this point. Jared will continue to lead on this aspect of the project.

Action: MG to talk to Lorna Hughes concerning setting up a workshop(s) centred specifically on focus groups for portal design/usage.

6.   Portal demonstrator
DG working on this. Has 2-3 examples of working portals for use at the focus group on the 9th November. Paper prototyping will then take place up to the end of the year. An on-screen version will be ready in the New Year. As data mining is not the only aspect of portlets currently available; workflow collaboration is also possible as are other activities, DG will need to know what the demonstrator is to be used for as this will affect the design.

Action: MG to set up meeting with DG and Steve Griffiths, a portal designer at Sheffield.

Action: JB to organise to setup a couple of networked computers for the focus group on 9th November.

7.   Meeting schedule
Project board to meet three times as set out in minutes of last meeting. RR to set up meeting in January '06 via meet-o-matic.
It was agreed that the video conferencing format was an excellent way of holding the monthly meetings and efforts will be made to use this format whenever possible. December's meeting should be put back to 12.00 due to a one-off teaching commitment for MG. All other meetings will be scheduled to start at 10.00am. The January meeting is not suitable for all attendees and will either be re-scheduled for later in the month or dropped entirely with the meeting in February dealing with any outstanding issues. There is an ARIA meeting in

February that clashes with the proposed RePAH meeting so a new date will be set. Everyone will send RR their availability for the first week in February so an agreeable date can be identified. SB will not be able to attend the meeting in March and apologises in advance.

Action: RR to organise next project board meeting.

Action: RR to reorganise meeting in December to begin at 12.00 and all others to begin at 10.00.

Action: All management board members to send RR availability for proposed meeting in second week of February.

8. Outreach and awareness

Paul Bruning at Bristol has done some ICT user analysis and has the data available; Claire Warwick has contacted him and the meeting proposed Jared follow this up to see if the data is suitable for our use.

Mike Fraser has also done some user requirement work in Oxford; DG to follow this up.

Action: JD to contact Paul Bruning at Bristol concerning access to ICT user analysis data.

Action: DG to contact Mike Fraser concerning access to user requirement data at Oxford.

9. AOB

MG suggested that RR takes over responsibility for budgetary management of the project. Has spoken to Finance at Sheffield who are agreeable. RR to arrange meeting with finance individula in order to sort out the practicalities of management of budget at a distance.

Action: MG to send RR details of person in finance to contact. RR to arrange practicalities of managing Sheffield budget from DMU.

Agenda for next meeting:
   a. User questionnaire development.
   b. Feedback on take-up.
   c. CIBER – feedback on work done with the institution.
   d. Report on all focus groups to date.
   e. Develop headings for final report.

Next meeting 06/12/05 at 12.00 via video conference if possible.