

Minutes for inaugural meeting of the AHRC funded ICT strategy project looking at portals

Room 0.36, Portland Building, De Montfort University, Leicester.

Present: Prof. M. Greengrass (MG), Prof. S. Brown (SB), Ms. D. Wood (DW), Mr. D. Gerrard (DG), Mr. R. Ross (RR).

1. No formal agenda had been tabled for the meeting, but it was agreed that the meeting should centre on a discussion of the successful bid and how to move forward.
2. Introductions were made. **Action point: it was agreed that DW, DG, and RR would send CVs to MG.**
3. MG pointed out that there is no slippage allowed for the project. It needs to be completed on time in order to coincide with AHRC's ICT review. The project must be sympathetic toward the service providers involved in the review and ensure that every effort is made to make the process open and transparent.
4. The infrastructure for the project needs to be put in place as soon as possible. DMU already has experience of working with AHDS and has knowledge of the technical specifications necessary for any output from the project to be compatible with their system.
5. Agreed: that DMU would set up the initial development environment in-house, but later work will involve HRI at Sheffield and some of the work may have to be focussed there.
6. Agreed: RR should be the Project Manager.
7. Agreed: DG should be the New Media Designer.
8. It was noted that the New Media Designer will have to work closely with the data analyst as the data will drive any interface design and development.
9. Agreed: to put plain English versions of the job descriptions on the web site to enable visitors to accurately identify who they may need to contact with an enquiry.
10. Agreed: Name and logo for the project needs to be developed and poster prepared for DRH. This can be done via email contact between Sheffield/DMU.
11. Agreed: The job for the data analyst will be advertised on jobs.ac.uk and applicants will have to go through the normal process of applying, short-listing and interview.
12. Agreed: The interview date was set for 19th Sept. It was not perceived that the successful applicant will be in post prior to 1st Oct.
13. The project needs a questionnaire available for DRH and IHR and the ability to run focus groups to collect the necessary data for initial design work.
14. Agreed: A consultant needs to be brought in to begin the work of the data analyst. They must have questionnaire design skills as well as the ability to run focus groups. **Action point: MG to contact COMLAB, CERLIM, and CIBER.**

15. Agreed: If the consultants cannot take on the work, other personnel known both at Sheffield and DMU will be approached. They must have skills in questionnaire design and the ability to run focus groups.
16. Agreed: Sheffield will take the lead on identification of appropriate venues for other forum groups/data gathering. **Action point: MG to contact ARIA subject specialists and AHRC centres heads to identify appropriate venues.**
17. Areas covered by the current ARIA project overlap with some within this project. All partners within the project need to be aware of what conclusions have been drawn by ARIA. **Action point: RR to send MG a copy of the ARIA WP3 summary.**
18. Discussions concerning an initial kick-off meeting for the project identified that we need to include those services likely to be affected by the outcome of the report. Monthly meetings will need to be held in order to keep all interested parties apprised of any current developments. **Action point: RR to contact Artefact, Humbul, and the AHDS to organise a meeting at the end of September/early October.**

Mind map of research areas

