



MEETING AGENDA

Sunday - Wednesday, 3-6 November 2002
Mt. Holyoke College
Northampton, Mass

Monday, 4 November, 9:00 a.m. to 9:30

- 9:00--9:15 a.m. Welcome from Margo Crist, UL for UMASS
- Housekeeping (P. Carini / K. Shepherd)
- 9:15--10:00 a.m. Review Goals for Meeting and Predominant Issues for Achieving the Goals:
- Scope of Toolkit
- AW Design : Architecture, Functions, Platform
- Service Model
- Project Leadership
- Phase 3 Report to DLF (Postpone to Wed. in necessary)
- 10:00--11:30a.m. Subteam presentation (20 mins. each inc. disc.)
- inputs / outputs
- architecture / platform
- service model
- documentation
- 11:30--12:30 Review of pertinent commercial products (Yakel and Westbrook)

useful models

possible targets for collaboration

12:30--2:00 p.m.

Lunch

2:00--5:30 p.m.

AW design (provisional)

Entity dictionary

Entity relationship diagram

Transaction forms

Functional statements

Platform considerations / concerns

Service model(s)

7:30--9:30 p.m.

Dinner and Discussion of Project Models

Leadership required

Institutional roles

Project staff roles

UC project proposal

Tuesday, 5 November, 9:00 a.m. to 5:00 p.m.

9:00--3:30 p.m.

AW design (provisional)

Entity dictionary

Entity relationship diagram

Transaction forms

Functional statements

Platform considerations / concerns

Service model(s)

Noon--1:30p.m. Lunch (break in convenient point in discussion)

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4:00--5:00 p.m. Revisit Project / Service Model Discussion

Leadership required
Institutional roles

Project staff roles

UC project proposal

Evening Dinner (TBA)

Wednesday, 6 November, 9:00 a.m. to afternoon

9:00--10:00a.m. Next steps:

Confirm continuation
Planning for a funding request
Preparing a report for DLF

10:30--noon Present Proposed AW Design for Review/Comment on by Five Colleges Archivists (presenters to be designated later)

Noon-1:30 p.m. Lunch (for those remaining)

Afternoon to ?? Review / Incorporation of comments from FC archivists

Summary of meeting accomplishments