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Usability & Assessment and Sociocultural Working Groups
Meeting Agenda

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Tuesday May 3rd

8:00-8:30    Continental breakfast and set up so computers can access UT network (Liz Whitson)

8:30-10:00   Block One
1) Welcome (Carol Tenopir), purpose and structure of meeting, and brief introduction to five priority tasks (Mike Frame)

2) Introductions – ice-breaker (Kimberly Douglass)

3) Update on DataONE since November meeting, update on DUG, EAB, NSF Review, Member Nodes (Amber Budden)

4) Update on development and CCIT work (John Cobb, Bruce Wilson, Bob Sandusky)

5) Introduction to final data life cycle (Amber Budden and Suzie Allard)

10:00-10:30  Break

10:30-12:00  Block Two
1) Briefings for subgroup topics: status to date and deliverables from this meeting
   - Toolkit/tools (Mike Frame and Bob Cook)
     Deliverable: subgroup look at reports and data from Science, Parse Insight, Purdue, DataONE and other surveys of scientists to locate sections about tools for a summary report
   - Customer-based focused assessment on tools and needs and assessments of other stakeholders (Carol Tenopir)
     Deliverable: plan for focus groups, interviews or surveys, including: audiences, how we reach them, and instruments
   - Personas/scenarios (Kevin Crowston (lead), Amber Budden)
     Deliverable: development of additional personas and scenarios
   - Policies and best practices (Kimberly Douglass and Suzie Allard)
     Deliverables: draft privacy policy; approve a draft of the data citation white paper, review best practices on the UT and ORNL DAAC site, discuss other policies that may be needed (gather best practices from multiple sources)
   - **This group will meet on day two:** Development of a feedback mechanism and approach for DataONE products including the December release and educational products (Mike Frame and Amber Budden)

2) Groups organize and discuss dinner plans (Suzie)
12:00-1:00  Lunch
1:00-2:30  Block Three
  1) Break into subgroups to work on tasks/deliverables
2:30-3:00  Break
3:00-4:30  Block Four
  1) Subgroups work on tasks/deliverables and decide what to report to full group tomorrow
4:30-5:00  Reassemble for any questions and logistics (rides, etc.)
Wednesday May 4th

8:00-8:30  Continental breakfast

8:30-10:00  Block Five
1) Subgroups give progress reports
2) Discuss timing for task e (Development of a feedback mechanism and approach for DataONE products including the December release and educational products) or any other tasks
3) Discuss dinner plans

10:00-10:30  Break

10:30-12:00  Block Six
1) Subgroups continue their work and post to the docs site when drafts done
2) Subgroups begin new tasks as needed

12:00-1:00  Lunch

1:00-2:30  Block Seven
1) Subgroups continue their work and deliverables
2) Subgroups decide how they will report to full DataONE

2:30-3:00  Break

3:00-4:30  Block Eight (Suzie)
1) Subgroups report to full group on progress and what else they have left to do
2) Discuss additional tasks
3) Subgroups continue with tasks or begin new tasks as time permits

4:30-5:00  Debrief
**Thursday May 5th**

8:00-8:30  Continental breakfast

8:30-10:00  Block Nine
1) Subgroups finish up work and prepare for presentation as if for full DataONE

10:00-10:30  Break

10:30-12:00  Block Ten (Kimberly)
1) All projects and deliverables presented
2) Discussion of where do we go from here/next steps, what else we need to be doing