

HathiTrust ZAG Kickoff Meeting  
June 1, 2015  
9:00-10:00 PST / Noon-1:00 EST

Present: Gary Charbonneau, Tim Cole, Todd Grappone, Patricia Martin, John Mark Ockerbloom, Jon Rothman, Ryan Rotter, Jeremy York (recorder)

## 1. Introductions

Group members introduced themselves and described their interests in being on the Zephyr Advisory Group.

## 2. Logistics

- Meetings:
  - Group meetings will be held once a month for 60 minutes meetings; meetings of subgroups will be scheduled as needed.
  - The convener (Patti) will send an agenda one week before each meeting.
  - Members will alternate taking minutes, with the order determined alphabetically by last name. Minutes will include major decisions and takeaways from each meeting.
  - Minutes will be recorded in a shared space (e.g., Google docs, Google site) so members can add links or make edits.
  - Minutes will be posted publicly on the HathiTrust website.
  - Members will strive consensus among members in making recommendations, providing a signal along with recommendations as to the degree of agreement in the group.
- Responsibilities of members
  - Be prepared to discuss the agenda
  - Read appropriate documents ahead of time
  - Bring perspectives from their areas of expertise
  - Raise agenda items as needed
  - Act as liaisons to other HathiTrust groups (e.g., PSC)
- Responsibilities of convener
  - Call and facilitate meetings
  - Make good use of time; strive for productive meetings with concrete outcomes
  - Talk about issues important to members of the group
  - Provide background materials with enough time for members to review
  - Be conversant with the issues
  - Ensure members understand appropriate framing and context for issues
  - Prepare activity reports every three months to the Board of Governors, as specified in the [ZAG charge](#).

## Actions:

- Patti will send a Doodle poll to schedule monthly meetings.

### **3. Review Charge**

Members reviewed the charge ([http://www.hathitrust.org/wg\\_zag\\_charge](http://www.hathitrust.org/wg_zag_charge)) and discussed prioritization of issues to address and background information that would be useful to bringing members of the group up to speed on relevant issues.

- Issues mentioned explicitly in the HathiTrust-Zephir SLA will be highest priority for the ZAG to address.
- Relevant background information for the next discussion includes: the HathiTrust-Zephir SLA, documents drafted in response to items mentioned in the SLA, and background information on Zephir posted on the HathiTrust website (<http://www.hathitrust.org/zephir>).
- As the convenor, Patti will be responsible for preparing the activity report

Actions:

- Patti will share or provide links to relevant documents.