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 Zephir 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) and discussed prioritization of issues to address and background information that would 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.