

# ArchivesSpace Joint Quarterly Report: August-October 2022

## Technical Advisory Council and User Advisory Council

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### Executive Summary

With an emphasis on increasing collaboration and continuity this term:

- Both TAC and UAC have piloted meetings for subteam leads; TAC will hold these bimonthly throughout term and UAC will revisit in the spring.
- Both councils have reviewed a chart documenting existing [Council Information Pathways](#), or ways that information is passed across teams. This is versioned for the beginning of this council year and will be revisited at the end of term to see if new pathways are formed.

### Council Reports

#### Joint Council updates

- [Joint TAC/UAC meeting](#) held on September 19, 2022. Sub-teams shared their work plans and discussed ideas for collaboration.
- Council Mixer held in September to start the new term. The event gathered members on zoom for an informal chat. Plan to hold another Mixer in Spring.
- Council Chairs held a meeting in early October to go over work plans. Meeting sought to clarify how sub-teams work together currently and where there is potential for collaboration. Valerie A. created a [chart](#) to serve as a visual representation of this collaboration. Chart was presented to both Councils for comment, edits, and additions.

#### Technical Advisory

- Monthly meetings resumed in [August](#). Meetings include Council updates, sub-team reports, as well as sub-team led discussions. A portion of the [October meeting](#) was dedicated to a discussion session followed by a survey to help identify the most needed advancing training needs for TAC. Advanced training and the lack thereof remain a concern for TAC members, which is a carryover from critical discussions last term.
- [Sub-team leadership meetings](#) began in August. These meetings will serve as a space for sub-team leads to ask practical questions at the beginning of term, check in on work plan goals throughout term, and allow critical discussion of themes this term, which for TAC have been identified as identifying opportunities for advancing training sessions; improving term transitions; and collaboration.

- The Metadata Subteam has raised the idea for an *ad hoc* subteam tasked with documenting the current ArchivesSpace data model.

### User Advisory

- Monthly meetings resumed in [August](#). Meetings include Council updates, sub-team reports, as well as sub-team led discussions. The Member Engagement Sub-team led the discussion portion for the [October](#) meeting.
- Sub-team leadership [meeting](#) held in October. Sub-team leaders and UAC Chairs discussed how a group like this can facilitate more direct communication between leads and demystify sub-team leadership for new leads. Will have another meeting in Spring.

### Sub-team Reports

#### [Development Prioritization](#) (Cross-council)

- **Charge:** to prioritize feature requests and bug reports for developers working on future releases of the ArchivesSpace program
- **Roster changes:** None
- **Major activities:**
  - Created [work plan](#)
  - Reviewed 36 tickets
- **Future priorities:** Dev Pri will continue to meet on a monthly basis to review and prioritize bug reports and feature requests.

#### [Integrations](#) (TAC)

- **Charge:** to support the ArchivesSpace community by taking a transparent approach to documenting the integration of systems with the ArchivesSpace application.
- **Roster changes:** Austin Munsel had to bow out of the group
- **Major activities:** Opened and promoted survey to gather updates on integrations with ASpace; evaluating need for updating Integrations public pages [work plan](#)
- **Future priorities:** close survey end of November, evaluate data, update pages with data. Evaluate survey questions for tweaking.

#### [Metadata Standards](#) (TAC)

- **Charge:** to support the ArchivesSpace community by taking a transparent and proactive approach to documenting the metadata standards used by the ArchivesSpace application and monitoring the standards landscape.
- **Roster changes:** added Kate Bowers, Kevin Clair; Valerie Addonizio and JaredCampbell rotated off

- **Major activities:** Created [work plan](#); took a deep dive on EAD importer
- **Future priorities:** EAD 2002 import mapping; EAC-CPF mapping; ongoing ticket review

### Technical Documentation (TAC)

- **Charge:** to maintain and enhance all ArchivesSpace technical documentation, in conjunction with the ArchivesSpace development team.
- **Roster changes:** None (Vice Lead still to be identified for this term)
- **Major activities:** Completed [2022-2023 Work Plan](#); merged all open pull requests in Github repository
- **Future priorities:** Continue merging pull requests; close open issues; continue documenting internal processes; re-assess organizational structure of content; collaborate with User Documentation sub-team (UAC); monitor and answer questions on listservs

### Testing (Cross-council)

- **Charge:** This is a cross-council subteam that includes members of the ArchivesSpace User Advisory and Technical Advisory Councils. The Testing subteam tests features and bug fixes prior to new releases of ArchivesSpace.
- **Roster changes:** Alexis Peregoy (UAC) has resigned from Testing, and Erin Ryan (UAC) has been appointed as a new member.
- **Major activities:** Finalized workplan for the coming year; completed JIRA testing for 24 tickets during September, and currently reviewing an additional 14 tickets.
- **Future priorities:** Continue to provide timely testing in preparation for upcoming releases of ArchivesSpace.

### Usability (UAC)

- **Charge:** To develop functional and practical recommendations to the program that streamline navigation, clarify the visual layout, identify accessibility improvements, and enhance the ease of use of the existing program for both the staff and public interface of the ArchivesSpace software application.
- **Roster changes:** none
- **Major activities:** Review pending tickets in “Usability” swimlane (ANW-1285 and ANW-1055)
- **Future priorities:** Review user permissions and the Bulk Updater plug-in for core code addition

### User Documentation (UAC)

- **Charge:** To create and maintain an array of ArchivesSpace User Documentation in the ArchivesSpace Help Center that provides instruction to users at member organizations.
- **Roster changes:** None
- **Major activities:** Continued updating Digital Object pages, set priorities for the term, and updated page watching assignments.
- **Future priorities:** Meet with TechDocs subteam to discuss overlap and how we can collaborate. Review our Future User Docs project and select a project to work on this term. Continue systematic review of help center pages, updating as needed, and create and update documentation in response to new version releases or user feedback.

#### Member Engagement (UAC)

- **Charge:** This sub-team provides outreach and community support to the ArchivesSpace member community.
- **Roster changes:** Sarah Ponichtera remains on roster but is inactive at present.
- **Major activities:** Held Member Match mixer event via zoom on September 8, 2022. Members were tasked with sharing their top three “Tips and Tricks” for ArchivesSpace. The event was well attended with members from diverse backgrounds and user classifications, e.g., beginner, advanced, intermediate. The conversation was lively and the participants were engaged. Conversation continued on the Member Match ListServ.
- **Future priorities:** Planning for three additional Member Match events for AY 22-23. Continue refining Member Match half-year survey and final survey. Launch new applications and create matches for AY 23-24.