

## Teleconference Notes, August 30, 2013 (Adrian W., Lisa M., Mike T.)

Project driver = back end

How much data is there?

Quantity of files and data

Complexity of Livingstone Online files: P4 and P5 transcriptions plus images

Mike to make NEH compliance matrix by Sept. 23 or so

in order to id what we'll need to do, what we'll change, not do

and in order to stay within budget

review of work plan items in first six months

challenge = multiple forms of legacy data: LO, spectral, future

streamline data mgt in order to avoid as much manual work as possible

need to define/distinguish UCLA and UNL roles in project

prepare to hit ground running in Scotland in terms of data capture/delivery needs

discussion of interface

migration to Drupal nearly complete, so described in grant, but won't need to be done

example pages (home page)

sample page (text and images)

UNL will provide some interface development support initially

then UCLA site development of focus on access pages in first stage

see

need also to develop functionalities so scholars can add letters, etc

Drupal will facilitate site tweaking by Adrian, etc.

Adrian can depend on some site development from UNL center

need to identify/prioritize what we want to do/can do/can't do

during LA kickoff need to confirm that budget is still valid (or needs rescoping)

question of how Parinita's 16% FTE will be distributed

UCLA needs to be meticulous in tracking work & expenditures, will invoice UNL

### plan for next few weeks

1. data management kickoff meeting with UNL next week

2. data management meeting with UNL, Lisa, James (Mike if possible) following week

3. matrix delivered Sept 23 by Mike

4. at UCLA on Sept 27 need to review matrix for feasibility, plan timeline for development

Lisa and Mike need to plan for resource burn & tracking burn rate

5. In next few weeks, Adrian will also review narrative to organize plans by categories