**French Pamphlet Planning Project Meeting Agenda**

**Meeting: June 26, 2014, 1-4pm; Las Vegas Convention Center, Room N202**

*Confirmed attendees: Karen Cook, Kelsey Corlett-Rivera, Richard Hacken, Sam Huang, Matt Loving, John Schalow, Jennifer Thom, Sue Waterman; facilitating: Judy Alspach and Laurie Taylor*

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| **Time** | **Activity** |
| 1-1:30pm | Request for approval to record, only for use in written report of the meeting  Brief introductions and updates from partners   * Changes at UF   Review current partners (BNF, BYU, Cornell, CRL, JHU, Newberry, Stanford, UF, U. Kansas, U. Maryland)  Review agenda  Goals for meeting: Plan for generating Strategic Plan and White Paper (required deliverables)  Review of questions to be answered during this meeting:   * Planned digitization timeframe for expending remaining funds? (Remaining: $5,250) * What are the lessons from the environmental scan? * Future project development? Future facilitating, project lead, technical lead/host? * Time period for the strategic plan cover? |
| 1:30-3pm | Presentations and discussions with interest groups:   * Each institution’s goals for French pamphlet collections over the next 2-3 years (Timeframe for strategic plan? Digitization? Use cases?) * Environmental scan analysis (lessons learned)   + Most important discoveries from the environmental scan results completed in 2013-2014 * Cataloging and duplication issues; Portal (future project and technical lead/host?) * Plans to submit future grant proposal on French pamphlet collections |
| 3-3:15pm | Break |
| 3:15-3:30pm | Determine questions yet to answer based on presentations & discussion |
| 3:30-3:45pm | Next phase: institutional interest and commitment, and roles (portal)   * Review project partners (future status) * Roles: Future facilitating, project lead, technical lead/host |
| 3:45-4pm | Next steps:   * Digitization (timeframe; where for the files?) * Report from this meeting * Draft White Paper * Draft strategic plan * Opportunity to meet at Newberry in January 2015   Closing comments. |

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