**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 meetingBrief introductions and updates from partners* Changes at UF

Review current partners (BNF, BYU, Cornell, CRL, JHU, Newberry, Stanford, UF, U. Kansas, U. Maryland)Review agendaGoals 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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* 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?
 | Facilitating: Laurie Taylor & Judy Alspach |
| 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
 | Facilitating: Laurie & Judy Partners: Presentations & Discussions |
| 3-3:15pm | Break |  |
| 3:15-3:30pm | Determine questions yet to answer based on presentations & discussion | Facilitating: Laurie & Judy  |
| 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
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| 3:45-4pm | Next steps:* Digitization (timeframe; where for the files?)
* Report from this meeting
* Draft White Paper
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Closing comments. | Facilitating: Laurie & Judy Partner discussion |