

Media Group Meeting #6

Date: 2018-10-04

Time: 12:00 UTC

Location: Teleconf

Author: Deborah Baines

Distribution to media@ivoa.net

Attendees

Deborah Baines	dbaines@sciops.esa.int	DB	ESA-VO
Jamie Budynkiewicz	jbudynkiewicz@cfa.harvard.edu	JB	USVOA/SAO
Giulia Iafrate	iafrate@oats.inaf.it	GI	VObs.it
Yihan Tao	y.tao@nao.cas.cn	YT	China-VO

Regrets

Bruce Berriman	gbb@ipac.caltech.edu	BB	USVOA/NAVO
Theresa Dower	dower@stsci.edu	TD	USVOA/NAVO
Simon O'Toole	simon.otoole@aao.gov.au	SO	Aus-VO
Shanshan Li	lishanshan@bao.ac.cn	SL	China-VO

Agenda:

1. Review of actions
2. Website
3. Newsletter
4. Social Media
5. Outreach
6. Follow-up in IVOA/ADASS
7. AOBs

Meeting Notes

1. Review of Actions

OLD ACTIONS

From meeting #3, Santiago Interop:

Action#13: (YT) send popular upcoming Chinese astronomy conferences to team. Add these to the wiki (in section 'Popular upcoming astronomy conferences').

Action#14: (YT/all) get a phone number to link IVOAastro wechat/weibo accounts to.

Action#16: (SL) check if Slack is available in China; if not, see what other communication services are available and easy to use. The following tasks weren't assigned to any one at the meeting, so I left them open to anyone. Either we can hold a meeting soon to discuss who takes the actions, or anyone can send a note to media@ivoa.net to lead the action. I suspect a couple of the actions would be covered by multiple people.

Action#18: (??) [for website] look through TWiki and IVOA Rec. documents for developer use cases implementing VO standards. - This has been added to Trello as an action for the Website

Action#20: (??/all) Post info from ADASS/IVOA on social media accounts. (**ONGOING ACTION**).

From meeting #5, Victoria Interop:

Action#21: gather tutorials. For tools / standards / protocols that don't have tutorials on how to use them, ask TCGs for some - (TD - tools & standards; GI - education; DB - EUROVO tutorials) Education tutorials added: http://vo-for-education.oats.inaf.it/index_eng.html (**DONE**)

Action#22: (Media Group) come up with list of things to post (in social media) without Exec approval, and send it to Exec for approval (**DONE**)

Action#23: get high-res, latest logos from IVOA participating organizations. Send to MA and Media Group - Really just ChileVO and USVOA for better resolutions, but good to check we have latest logos from everyone. (**DONE**)

Action#24: Make new logo map (Media Group) (**DONE**)
Shanshan created a new logo map

YT to ask SL to add the new IVOA logo map to the Media Group twiki or Trello (**Action#27**)

Action#25: KP, DB, MA, and JB meet up to work out IVOA templates - HIGH Priority - WORKING: sent drafts to MA for Exec meeting Wed. afternoon (**DONE**)

Action#26: DB to send charter updates to Exec (**DONE**)
& the Exec approved it the Charter.

And we have tasks on Trello : <https://trello.com/b/4ZCVDYqu/actions>)

2. Website

Does anything need to be prepared before the Interop?

Requirements document for a new IVOA home page was sent by JB. Waiting to hear feedback from the Exec. JB has put it on Trello and the wiki and will follow up with Janet. Document can be found here: https://docs.google.com/document/d/18SMMP_L9OtEMta-2BKAm7S9ztcxnMqCWDMypUWDpkt8w/

Action#28: JB to follow up with Janet on any feedback from the Exec regarding the Requirements document for a new IVOA home page

JB has been talking with Marco about setting up a test server for the website.

Action#29: JB to follow up with Marco on the latest regarding setting up a test website.

3. Newsletter

The last newsletter was published at the beginning of August. Social media buttons have been added to the newsletter.

Action#30: DB will send around the call for IVOA newsletter contributions about 2 weeks before the Interop and we will aim for a December version.

4. Social Media

In August DB updated the Twitter and Facebook banner for the IAU. It would be good to get the new banner ready for the Interop. Banner has been created by Shanshan. It now just needs the image credits and permissions to be checked before passing it to the Exec for approval.

Action#31: DB to check credits and permissions for the banner and send it to the Exec.

We need to start posting more content. The procedure in the charter has been approved by the Exec. DB has also added the procedure to our twiki. DB tried posting in Facebook in the Summer – did the post go somewhere for approval? Can we schedule posts using e.g. Buffer.com or Hootesuite? We'll ask Simon if he can set this up for us and tell us how to schedule posts. Then lets all start adding social media content to create more activity on our social media accounts.

Action#32: SO to set up a social media scheduling tool (for at least Twitter and Facebook). Inform all in the Media Group on how to add content.

5. Outreach

Corporate Design Document created by Jamie, Shanshan and Kai at Victoria Interop. Draft available on our wiki page <http://wiki.ivoa.net/twiki/bin/view/IVOA/MediaGroup>

IVOA handout templates and slides templates were also created (and used for the IAU Assembly, Vienna). These are also available on our wiki page.

We reviewed the Outreach open actions in Trello and the main action for before the Interop is to finalize the Corporate Design Document. The document should then go to the Exec (aim for before Interop if possible).

Action #33: DB to send the Corporate Design Document to all Media Group members for review and comments.

6. Follow-up in IVOA/ADASS

Who's going?

Going: DB

Not going: JB, Guilia,

Depending on who's going we'll see if we can have a group meeting. JB might be available remotely for such a meeting.

7. AOB

Do we need another telecon meeting before the Interop? DB will ask all of the group.

NEW ACTIONS

Action#27: YT to ask SL to add the new IVOA logo map to the Media Group twiki or Trello Trello.- (DONE)

Action#28: JB to follow up with Janet on any feedback from the Exec regarding the Requirements document for a new IVOA home page. – (DONE)

Feedback already received from JB: *This wasn't an action on us from the Exec, it was more of a "let's have this information ready for when we get a developer to work on the website".*

DB has created a ticket for this in Trello to clean up the document and before sending it to the Exec.

Action#29: JB to follow up with Marco on the latest regarding setting up a test website. – (DONE)

Feedback already received from Marco and the server is up and running. See Trello ticket <https://trello.com/c/xsU4s5oz/32-get-test-website-setup-machine-and-domain>

Action#30: DB will send around the call for IVOA newsletter contributions about 2 weeks before the Interop and we will aim for a December version.

Action#31: DB to check credits and permissions for the banner and send it to the Exec.

Action#32: SO to set up a social media scheduling tool (for at least Twitter and Facebook). Inform all in the Media Group on how to add content.

Action #33: DB to send the Corporate Design Document to all Media Group members for review and comments.