**Lima Group Meeting Minutes**

| Date | 4/10/24 | Notetaker | Caitlin Thaeler, Andreas Maita, Holly Sinclair |
| --- | --- | --- | --- |

### Attendees

| * Holly | * Fariha | * Haziel | * Piotr |
| --- | --- | --- | --- |
| * Caitlin | * Rebekah | * Andreas | * Dermot |

# **Discussion**

| Topic | Initial meet with client |
| --- | --- |

### Notes

* -has past great experience
* -has worked with Bruce Scharlau, Arabella Sinclair, etc.
* -introduced ourselves individually to the client
* -client will communicate through Haziel (product master) primarily

### Action List

| **Action Item** | | **Person responsible** | **Deadline** |
| --- | --- | --- | --- |
|  | |  |  |

# 

| Topic | Expectations and requirements from the client. |
| --- | --- |

### Notes

* Client is a historian.
* He shared with us some important links.
* Details on ARO:
  + [abdn.ac.uk/aro](http://abdn.ac.uk/aro) - place to find important resources and links, as well as transcription files
  + Aberdeen registers blog (wordpress site)
    - <https://aberdeenregisters.org/>
    - Research project adjacent to the university, involves digital transcription of council records
    - Goes back to 2016
    - Blog includes overview of projects over the years
    - Example: Court roll history and beginning of paper records
      * Holography
      * There is a sheepskin manuscript that is kept on Broad street. Only survivor of its kind.
      * The other court rolls didn't survive, but paper book records began in 1390s and are the beginning of the council registers. 8 volumes exist, recorded between 1398 and 1511.
  + These 8 volumes of council records are the main focus, and the subject of the search tool we will be working on.
  + It is the best representation of women in scottish historical records (normally these things focus on men)
  + has UNESCO Recognition in 2013 (uk memory of the world)
  + Lacquer grant allowed the documents to be transcripted
  + Manual (digital) transcription being done by 4 people.
    - Estimated 1.5 million words!
    - 5229 pages
  + Transcriptions on the current search tool are XML
    - Encoded with TEI (How you encode text into xml to make it machine-readable. This is an international standard)
    - <https://tei-c.org>
  + 50% latin, 50% middle-scots, some dutch
    - There is no need for translation, that's not the goal of the project
    - Music and games best capture translation: some people composed songs using these transcriptions
* draft client brief will be shared with client after much discussion
* What is this project? The mission 💪
  + <https://sar.abdn.ac.uk/>
    - Team Charlie created the prototype for this in 2017
    - Basic and advanced search functions.
    - Has tags such as language
    - Ability to specify page and volume of the corpus to search within, also dates and pages
    - XML organised by the headings of the court cases
      * Each “paragraph” on the document is a court case, called an Entry (because paragraphs/sentences weren’t really a thing in this time period). Each entry is in a div tag
    - Can search for spelling variants.
    - Built on Ruby on Rails - this is an older, dying language and the organisation had to outsource people to work with it later on, since university doesn't have ruby experts.
      * It is very important we use a popular, future proof language (to make updates and maintenance easier)
    - In 2023, Team Delta created another experimental search tool
      * Their goal was to experiment with the types of searches possible (i.e. searching for particular court)
      * In python
      * <https://aberdeenregisters.org/2023/06/30/student-team-builds-experimental-new-aro-search-tool/>
      * <https://enhancedsearch1foraro.pythonanywhere.com/>
      * Their project is not the same as what we are to do.
  + Challenge: to build a prototype of an updated search platform like that of Team Charlie’s.
    - Capture existing functionality along with criteria that IT requires (security, accessibility, usability, maintainability)
    - Target audience is researchers, lawyers, who are interested in the original language, and experts in the field (but maybe novice at technology?)
    - Doesn’t want to rush with AI
    - Search tool is to be able to be used by more people for research, allow them to display it in different ways under Creative Commons Licensing
    - Client thinks that original website could have better usability, be more intuitive
  + Client will discuss specifications with IT today, promised to chase them up to find out security and accessibility requirements

### Action List

| **Action Item** | | **Person responsible** | **Deadline** |
| --- | --- | --- | --- |
| * Decide what first sprint will look like * Update Leonardo on meeting through email * Go over IT specifications * Hold a sprint meeting | | Everyone  Holly  Everyone  Andy (scrum master) | Thursday 4th  Friday 5th  This week?  Monday 7th |

# 

# ***Other Information***

**To do:**

**Next Meeting: Monday 7th 1pm**