**OASIS+ working group meeting 6\_Friday 15 March 2024\_agenda and notes**

20 specialist participants (Apologies: Tina Roushannafas)

***1. Workshop/******OASIS+ module mockup/cognito form testing feedback and subsequent progress***

***(Tina, Poly, Fay, Gill and Ruth)***

- Key documents (sent 13 March 24): (a) Feedback report; (b) Spreadsheets of module fields with suggested amendments based on feedback, and work to do; (c) Interim module mockup/cognito form (please refer to spreadsheet for details, including taxonomic orders, suggested order of fields, any tips not yet integrated into mockup, etc)

- Feedback summary and report – overall, a really successful day! (Tina)

- Broad agreement over module fields and vocabs; discrepancy over overall shape/amount of detail to enter

- Subsequent progress with animal forms/work with FISH taxa working group (Poly)

*- Tips/scoping notes added for many fields*

*- 4 fields from the initial faunal module mockup may be cut (but new field names and tips may resolve uncertainty about usefulness; - 6 further fields to discuss & 5 fields added, based on feedback &/or discussions with fish wg*

*- considerable progress made with fish specialists on vocabs, etc. (thanks to Hayley Forsyth, Rebecca Nicholson and Hannah Russ)*

- Subsequent progress with plant forms (e.g. tips/scoping notes) (Ruth)

*- Tips/scoping notes added for many fields*

*- 2 fields from the initial plant module mockup have been cut; 1 new field added; 8 to discuss (but mostly simple things to resolve)*

- Updated module mockup/cognito forms – include updated fields and scoping notes/tips. Tweaks needed regarding order of fields, order of listed taxa, etc. but we are aware of this already.

**\*Action point (ALL): Please email Tina/Anwen with any further feedback on module mockup/congnito form referring also to spreadsheet or on progress since the last workshop (especially if you strongly disagree with anything we discussed!) by 22/03/24 (we will collate/pass on feedback to Poly/Fay/Ruth/Gill)?**

***2. Outstanding working group tasks from now until end April 2024 (when info will be sent to ADS) (Poly, Ruth)***

- Task formats: online meetings for separate specialist groups - zooarch, bird, archaeobot; targeted GitHub discussions for controlled vocabs

- Outstanding plant form tasks – decisions about taxa vocabs; categories (interp fields, habitat categories), etc. (Ruth)

- Outstanding animal form tasks – decisions about field retention; fish taxa (continued); bird taxa; mammal taxa (Poly)

- Interpretative tasks - working draft on GitHub with link to documents for people to edit (with scoping notes) (Gill)

*- Discussion is needed about how to deal with interpretative activities in the module (e.g. categorisations of products/habitats/activities (hay/hay-making); deposits (midden), etc.)*

*- Gill will create a spreadsheet for people to comment on/add to*

***- Discussion:***

*- Michael Wallace: Scoping notes for interpretative fields need to be very specific to make them useable*

*- Wendy Smith: Physical outcomes of interpretative activities (e.g. sprouting as evidence for malting) need to be in there too*

*- Ruth Pelling: identifications of ‘activities’ will be linked to published definitions (e.g. for malting)*

*- Fay Worley: Interpretations will change so it is difficult to (important not to) be too specific with defining these categories*

**\*Action points:**

**Ruth – set up Doodle poll for/organise next archaeobot working group meeting (ideally before Easter)**

**Poly/Fay – set up Doodle poll for/organise next zooarch working group meeting (ideally before Easter)**

**Poly/Fay – set up separate bird specialist vocabs discussion group**

**Gill/Ruth – set up ‘interpretative activities’ discussion in GitHub*3. Data input workflow - static proforma/form template vs in dynamic OASIS+ module (Tim)***

- Two main modes of data input: (1) ‘Belt and braces’ static spreadsheet/Word doc for specialists to complete and pass on to archivists to upload to OASIS; (2) Direct/dynamic OASIS+ inputting. Access to OASIS will be changed accordingly so that Unit managers/archivists can assign records to external specialists and specialists will only see these records (not ALL records for that particular organisation, some of which may be confidential)

***Discussion:***

*Wendy Smith: Important that archivist can copy and paste straight from static module template into OASIS+ module*

*Anwen: Data included in static template needs to be readable by a non-specialist (e.g. archivist); more detailed/complex specialist information will need to go directly into the module*

***4. Testing period (Tim)***

- The aim is to involve at least 30 specialists in testing and providing further feedback on the modules (90 days in total of specialist time/salary is costed for in the ‘Rewilding’ budget)

- Testers to include working group, ‘Rewilding’ workshop participants, wider AWG/PZG/CWWG

- Testing to be undertaken over 3 months from 1 June 2024 in two main chunks:

- JUNE: USER ACCEPTANCE TESTING PERIOD

- working in small group online sessions (5-6 people, 1-1.5 hrs) with Tim/Jo on cognito forms (like existing mockups)

- ironing out nitty gritty of vocabs, fields, overall shape and level of detail of modules, etc.

- JULY\_AUGUST: BUILDING/TESTING OF OASIS VERSION

- working in small group online sessions (5-6 people, 1-1.5 hrs) with Tim/Jo in development version of OASIS

- ironing out technicalities of how the module works in OASIS

- NB July/August is a tricky time (holidays) so the ads are happy to set up as many workshops as is necessary to achieve a working product

***Discussion:***

***-*** *Anwen: Need to make sure we strike a balance between testing ‘in workshops’ and testing as part of routine practice*

*- Ruth P: is there a way of automating recording of how long it is taking for testers to input data into the forms? (Yes)*

**\*Action points:**

**- Tina (with HE): set up extended email group (working group +) for module testing that the ads can use for advertising workshop sessions**

**- ads/Rewilding team/HE: resolve how to strike a balance between ‘in workshop’ testing and feedback and trying the modules out as part of routine practice**

***5. AOB/Next steps and timetable (Anwen)***

- Internet Archaeology paper: <https://doi.org/10.11141/ia.67.7> – thank to everyone who contributed to the survey and workshops that fed into this!

- **March:** Separate specialist online meetings to resolve final niggles with fields/vocab

- **March/April:** GitHub discussions (e.g. about interpretative activities)

**Please continue to contribute to these in an excellently helpful way – we have made so much progress and we are nearly there!**

**- May-June:** Module building period (static form and OASIS development versions)

- We will also conduct an initial survey of potential users during this time to establish the types of questions people want to ask of OASIS+ data and if the existing fields/data can answer these (TO DISCUSS FURTHER)

**- June-August:** Module testing period

**- Friday 13 September** – Final workshop, focusing on (a) overall shape of modules and workflow for data input, and (b) the shape of interface (ideally, data input into modules during the testing period will be available as a download to experiment with)