Meeting notes:

Participating: Steve Baskauf, Bob Morris, Doug Boyer, Rebecca Snyder, Niels Klazenga

Comments about things discussed in the meeting were added in red after the meeting.

I. Items from previous meetings:
   A. Documentation cleanup

   ● In master branch, cleaned up root directory: moved minutes and old wiki files to "historical" directory (see directory README for what's there).
   ● In the document-conversion branch, the code directory contains scripts and files to generate term list page from rs.tdwg.org (which has been completely cleaned up for AC)
   ● In the document-conversion branch, the doc directory contains the four documents that I consider to be part of the AC standard: introduction.md, structure.md, termlist.md, and guide.md
   Is the introduction.md document actually the standard landing page, as opposed to a document included in the standard?
   ● These four documents are substantively the same as their mediawiki and Word precursors, so I didn't consider them new versions. They would benefit from further editing, but I think that would trigger a new version, so I would suggest merging the branch and consider additional edits as new versions (in a new branch). Actual version changes would probably trigger the change process - simply creating a copy in a new format would not.
   ● Still to be done: delineate what parts are normative and non-normative (vs. declaring entire documents as normative or non-normative as was done previously). See also Issue #90 which could be closed when this is done. I think we have the discretion to do this without invoking the change process, but we probably should inform the community that we have done so once the new Markdown versions have been merged.
   ● Check for other miscellaneous AC documents and move them over to the repo https://terms.tdwg.org/wiki/Audubon_Core_Implementations and https://terms.tdwg.org/wiki/Audubon_Core_Term_List_RDF_Version are listed in the references of introduction.md - at least the RDF document should go in the historical folder, perhaps with some commentary.

   Comment by Bob Morris: Somewhere in a highly public document belongs a remark that wikis can have changes made to pages deep down in the wiki which silently affect pages further up, e.g. the AC wiki terms page

Comment by Steve Baskauf: I've been assuming that if the "authoritative" AC documents end up in the Github repo that we would essentially stop maintaining the terms.tdwg.org wiki documents. If that does happen, then we would need to make sure that there is some kind of note in the wiki documents with a link to the most up-to-date version.

B. Issues raised via the documentation cleanup:
- Handling notes in the term list document - human vs. machine readable representations. Options: make notes field independent of footnotes, or make sure all normative information is in the definition and just move the notes outside of the standard (as DwC is doing in their refactored repo). Perhaps the first option is more achievable in the short run.
- Minting of utility properties for layer, required, and repeatable.
- Minting of utility classes to categorize the terms: should ServiceAccessClass be an ac: namespace term? Issue #76 is related to this, but is more complicated and probably won't get resolved without action by a task group.
  Issue for future discussion

C. Closing various RDF issues
- How the documentation spec describes machine-readable representations of vocabularies

II. General issues of Best Practices Document(s)
- A. Issues #77, #13, and #14 suggest that there should be one or more than one.
- B. Best practices for what? (stakeholders, media types). See Issue #84 for a list of some topics, add to it video, audio, and 3D.
- C. Ways to organize: by serialization (flat table, XML, RDF), by media type (still image, video, audio, 3D)
- D. Best Practices Documents should probably contain examples for a number of situations as suggested in Issie #63.
- E. Is a Best Practice Document a "Vocabulary Enhancement" (Sec 4 in Vocabulary Management Specification)? If so, its development should include a "feature report" and an "implementation experience report".
- F. Answers to these questions will influence the formation of future task groups.

III. Other possible task groups to be formed related to controlled values (investigate interest at meeting?):
- A. Subtypes #85
- B. xmp:Rating values #87https://github.com/tdwg/ac/issues/85
- C. Iptc4xmpExt:CVterm controlled values URI vs. literal (#88)
- D. dc:format/dcterms:format #98, #99

IV. AC events in Dunedin
- A. Workshop W13 4:00 to 5:30 PM on Monday, IG/TG03 Audubon Core 12:30 to 2:00 PM on Tuesday.

B. So we can gauge interest and get feedback at the Monday meeting and do more specific planning and issue opening/closing on Tuesday (the Tuesday meeting is our official annual "housekeeping" meeting as described in the Vocab Management Spec).

C. Notes carried over from last call:

Planning for workshop:
Introduction about AC (explanation - Steve? with contributions by Rebecca, Bob probably won't be attending). Note that this would have to be pretty basic since some participants (particularly SPNHC participants) may have little or no experience with Audubon Core.

Someone from either GBIF or iDigBio talk about the IPT extension for images (limitations and usefulness) ("flat" CSV files) [Niels has emailed Tim Robetson (GBIF) and Deb Paul (iDigBio) to talk about this.]

Talk about using Linked Data applications (Steve - 5 minutes)

Contributed talk about 3D (insect collections)

Talk about audio and video needs/use cases?

maybe 30 to 45 minutes discussion.

In order to keep the discussion focused, we should collect lists of stakeholders/interested persons and use cases/needs so that we have something to work from in the business meeting the following day.

V. Do we need to have another Hangout before Dunedin?

Rebecca, Niels, and Steve will continue to plan for the workshop by email and only have another Hangout if it seems necessary.

Doug reported that he's been thinking about what needs to be in the 3D charter and plans to work on writing it soon. He also will try to get a slot at the CS3DP meeting in early August that would inform people about Audubon Core and how it could interface with its meeting.