LCF TECHNICAL PANEL MEETING – Minutes
Conference Call
Monday 27 October 2014, 2pm

Present
David Brett, 3M
Francis Cave, BIC Consultant
Mike Chambers, 2CQR
Catherine Cooke, Westminster Libraries
Matthew Dovey, JISC
Mick Fortune, BIC Consultant (Chair)
Karina Luke, BIC
Colin Parker, Bibliotheca
Phillip Sykes, Bibliotheca
Anthony Whitford, Capita

Apologies
Alaina-Marie Bassett, BIC
Francis Cave, BIC
Marvin Crisp, D-Tech International
Ian Manson, Infor

1. **Apologies and introductions**
   Paul Crisp introduced himself as the Technical Director of D-Tech International, attending this call on behalf of Marvin Crisp.

2. **Review of the minutes and actions from the previous meeting**
   The minutes from the previous meeting were accepted.

3. **Methodology for dealing with additions/amendments & corrections**
   Francis reported back to the Group about the evaluations of suitable software products for managing the future development of LCF, which was carried out by the Group’s three Technical Editors (TEs). Three products had been assessed although the group had primarily focused on just two – Bitbucket and KAVI. A third, Github had been trialled toward the end of the assessment period.

   After much discussion on the relative merits of KAVI and Bitbucket there was a general consensus that Bitbucket’s functionality was better suited to the actual day to day process of managing and amending code. KAVI might be more useful for managing the public interface to LCF in the longer term but it was felt that this aspect of the project could safely be left open for the time being.

   There was however a recommendation from all three TEs that the third option – Github – be adopted. Although lacking in some aspects – e.g. ease of use – it has the benefit of being more widely understood and also has a higher profile in the Open Source arena. Some elements of the framework had already been transferred into the Github environment and it was felt that completion of the migration of documentation etc. need not be a lengthy process.
The Group agreed to pursue the Github option which it was hoped could be made ready for public access by the time of the next LCF Review Panel meeting in December. KL asked if it might be possible for it to be ready by 21st November – the live date for the new BIC website but after some discussion it was felt that the page linking to the site would require some cosmetic work to make it more user-friendly and MF undertook to prepare a draft for the Review Group meeting.

**ACTION:** MF to write a draft document before the Review Group meeting on Thursday 11th December 2014.

4. **Active Projects / Implementation (adding mapping for SIP, NCIP, SOAP etc.)**
   MC indicated that work commitments had prevented him from having the discussion with MD about a JAVA implementation of LCF. MD indicated that he would continue the work alone. MD noted that he and AW may be working toward the same ends and they agreed to keep each other informed of their progress.
   **ACTION:** MD and AW to liaise over any progress made.

5. **A.O.B.**
   None.

6. **Date of next meeting**
   There being a Review Group scheduled for December it was agreed not to fix a date for the next conference call until after that had met – unless circumstances change.