

## JACoW 2013 Team Meeting Tentative Agenda

	Sunday	Monday	Tuesday	Wednesday	Thursday		Friday
09:00		Developers Session C	Registration	Report from IPAC 13 - what was learned during paper processing	Training A1	Training B1	Summing up, review of actions and plans for the coming year.
	Welcome and organisation		Training A2		Training B2		
10:00			Introduction to JACoW	Conference Workflow	Training A3	Training B3	
		Coffee					
11:00		Developers Session D	Report from the Board		Training A4	Training B4	Round table and Closing comments
			Report on Team activities in 2013		Training A5	Training B5	
12:00			Review of developers meeting		Training A6	Training B6	
		Lunch					
13:00							
14:00	Developers Session A1	Developers Session E	Review of JACoW from a newcomer's point of view		Training A7	Training B7	
	Developers Session A2		New website review	What's new with JACoW software (Acrobat, PitStop ...)	Training A8	Training B8	
15:00	Developers Session A3		New website development	New ideas for JACoW activities (training outside TM, ...)	Training A9	Training B9	
		Coffee					
16:00	Developers Session A4	Developers Session F	Proceedings website review	Templates (new concepts)	Training A10	Training B10	
	Developers Session A5				Training A11	Training B11	
17:00	Developers Session A6		Conference organisation poster session and cocktail	Keyword list	Training A12	Training B12	
	Developers Session A7		Elections	Training A13	Training B13		
18:00							

## More detail and ideas for the Team Meeting

### Themes

#### *Developers Meetings*

- JACoW-InDiCo development
- ...

#### *JACoW administrative stuff*

- Introduction to JACoW for newcomers (but recommended for old hands as well to be sure we all understand how things should work)
- Report from the Board (what's new, what's happened, plans for 2014 ...)
- A review of JACoW as seen by a newcomer – what do they need, what are we doing badly ...
- External relations with other bodies and systems (citations, creative commons ...)
- New website review
- Proceedings website review (performance, integration with Elettra system as seen from both ends ...)
- Elections
- ...

#### *Technical Aspects*

- Report from developers meeting
- Post mortem of IPAC13 (what new kinds of problems were encountered, what old problems we can't seem to get rid of ...)
- Report of experience gained at other conferences in 2013
- What's new in our software (new versions of Office, Acrobat, PitStop etc. ?)
- What can we expect in the coming years (publishing trends, new techniques etc.)
- Templates – new concepts for separation of abstract and meta-data from the paper
- Keyword list – background and proposal for a revised list (new facilities, new techniques ...)
- Conference processing workflow improvements
- ...

#### *Training (Beginners and advanced levels)*

- SPMS
- Processing
- Using scripts
- ...

### Ideas

Alongside the training we might consider scheduling some small working groups (workshop style) to thrash out ideas for new developments or activities. If this was the case then they should report their findings on Friday morning.

Recorders (2, 4 or 8 people) should be appointed to cover all the sessions on Tuesday and Wednesday and their summaries should be combined with the chairman's summary as a record of the meeting.