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After each meeting, these notes will be archived and publicly available here:

<https://github.com/carpentries/carpentrycon/tree/master/Minutes>

- Notepad from the TaskForce 2018: <https://pad.carpentries.org/2018carpentrycontaskforce>

- CarpentryCon 2018 Debrief document:

https://docs.google.com/document/d/1sm1saUP6gtSkBrhTBE_8LKmK_PMaEmp_UUkx9WOW4oA/edit?usp=sharing

Members of the TF

Name | Email | Twitter | Slack

Bianca Peterson | bianca.peterson777@gmail.com | @binxiepeterson

Silvia Di Giorgio | digiorgio@zbmed.de | @digiorgiosilvia

Anne Fouilloux | annefou@geo.uio.no or anne.fouilloux@gmail.com | @AnneFouilloux

Jessica Upani | nabbygirl@gmail.com | @JessicaUpani

Gabriel Salubi | Osalubi@ufh.ac.za

Sateesh Peri | sateeshp@email.arizona.edu | @perisateesh

Christina Koch | ckoch5@wisc.edu

Sarah Stevens | sarah.stevens@wisc.edu | @microStevens | @microstevens

Ouso Daniel | ousodaniel@gmail.com | @ousodanos

Mina Zamani | aster.andro777@gmail.com | @minazamani7

Marco Chiapello | chiapello.m@gmail.com | @marpello1980

Aleksandra Nenadic | a.nenadic@manchester.ac.uk | @aleks_nenadic | @anenadic

Malvika Sharan | @malvikasharan

Fotis Psomopoulos | fpsom@certh.gr | @fopsom

Mark Lauferweiler | laufers@ou.edu | @laufers

SherAaron Hurt | sheraaron@carpentries.org | @sheraaronhurt

Serah Rono | serah@carpentries.org | @serahrono

Shaily Gandhi | shaily.gandhi@gmail.com | @ShailyGandhi

Elizabeth Williams | ewilliams@carpentries.org | @ewilliams8

Rohit Goswami | rgoswami@ieee.org | @rg0swami

Elizabeth Wickes | wickes1@illinois.edu | @elliewix

Cody Hennesy | chennesy@umn.edu | @codyhennesy

Jesse A Lambertson | lambertson@uchicago.edu

- Zoom link: <https://zoom.us/my/sheraaronhurt>

CC2020 Task Force Call #34 - Retrospective and Feedback

Time: <https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+TF+Feedback&iso=20200512T16&p1=%3A&ah=1>

Roll Call

- Christina Koch
- Aleks Nenadic (apologies - I got the meeting time wrong by one hour and now have a clash with another meeting at 4pm UTC -I joined an hour early but luckily Sher was in her Zoom room and put me straight - I filled in the surveys and left some comments below and will try to join you after my next appointment if it finishes early - loads of love to everyone, it has been a joy to work with you all)
- Sher!
- Bianca
- Sarah Stevens
- Christina Koch
- Jessica Upani

Apologies

Ouso - was looking forward to the meeting in 30 minute, lo and behold my calendar tricked me!! Thanks for those who showed up.

Feedback Form

<https://docs.google.com/forms/d/e/1FAIpQLSf0r29ru6qE9o70xU9zxPqjHfp9834XTpzlVhko5p9kesNiw/viewform?fbzx=-1440297813389252549>

Questions for Discussion

- What did you enjoy about participating in the task force? What would you recommend to someone else who was thinking about participating in a future task force?
 - Aleks: I got a chance to work with some trully excellent people from the community and establish some new collaborations that will hopefully continue in the future too on other projects. Also a great way to meet some members of the community and the Carpentries core team face-to-face - that is always useful when collaborating remotely and feeling a part of the community as one will inevitably meet these people at other meetings too (and seeing a familar face is a nice feeling and strengthens collaborations). As for recommending this to the others: it is great way to get into event organising and to get some project management experience under one's belt among a friendly and inclusive environment - you will get to learn a lot and the experience is invaluable. A feeling of successfully delivering an event to the community and a feeling of achievement is great. And one will pick up a lot of useful knowledge and tools that perhaps one was not aware of or had no prior experience with.+1
 - Bianca: Really enjoyed working with ppl remotely. Invaluable working experience. Learned alot and new tools. really dissappointed to not go inperson
 - Sarah: Great experience running a conference. First time and ppl brought alot of knowledge. There was a good balance of information sharing.
 - Jessica: One of the biggest groups worked with when organising a workshop. The way ppl handled things, great learning experience. Committment as far as time, wasn't able to spend as much. When signing up, be sure to think about the entire year needed to plan.
 - Christina: need to empasize at the beginning the importance of how much time and

- the duration of planning
 - Bianca: the importance of having more ppl on the team so that ppl feel comfortable stepping down if needed for a duration of time.
- What was difficult about participating in the task force? What would you caution someone else about if they wanted to participate in a future task force?
 - Aleks: I would not say anything was difficult but I'd say to people considering participating in a task force to prepare to put some time in - just coming to the meetings and joining in discussions (unless you are joining in a special advising capacity) without doing some work in the meantime is not going to cut it.
 - Bianca: Time of meeting. 7pm and 4pm are times when she had family/personal commitment. Didn't find Asana user friendly for planning the program. Use a tool at the beginning. There were tasks that were overlapping. Clear division of tasks that would improve how we spend our time. I would suggest each person join one SC - if there enough volunteers of course! I would also suggest a dedicated sponsorship SC.
 - Sarah: Loved the time line and would like to start with that. Having the task management already started with. Some committee were more responsive than others. Limit the number of subcommittees. Communications was a difficult subcommittee...provided ideas in the feedback survey. Task Force Co-chairs not being on the committee. Get chairs early on... didn't have co-chairs early on...
 - Jessica: Timeline was difficult. It took a long time. Having an idea up front.
- Thoughts on subcommittees: was the division effective? Do we need more or fewer subcommittees?
 - Aleks: I'd perhaps have less subcommittees - maybe 2 only with ~5 members each with some overlap between the subcommittees: (1) logistics/budget/website and (2) programme/comms - I left the exact split in the feedback form but cannot remember exactly what I said and if this was it :-). Towards the end both committees start meeting jointly, before that they can meet separately (e.g. 3-6 months before the event). The project needs a clear lead and a co-lead to help out, who attend both subcommittees.
 - Bianca: not be on so many subcommittees. Only allow volunteers to be on 1 subcommittee. Dedicated Sponsorship subcommittee (reach out and contact ppl).
 - Sarah: For async, I do like the idea of co-working time, where folks set aside that time and are "working together" but maybe not on video, maybe communicating via slack/github/or email.
- Bi-annually:
 - allows us to promote the CarpentryConnects.
 - I like the idea of announcing CarpentryConnects at CarpentryCon.
 - +1 for outlining what the TF and subcommittee co-chairs are responsible for ahead of time.
 - +1 bi-annually, I like the carpentry connects on off year schedule
 - Timing I'm not sure about, that seems like it might depend on where in the world it is hosted? I do like regularity though...so I'm split.

CC2020 Task Force Call #34

Your local time:

- Meeting I: <https://bit.ly/2Vo3oHD>

- Meeting II: <https://bit.ly/3ekll2H>

Role Call

- Meeting 1
 - Shaily Gandhi
 - Aleks Nenadic
 - Anne Fouilloux
 - Sarah Stevens
 - Christina Koch
 - Bianca Peterson
- Meeting 2
- Apologies

Agenda

- Wrap
 - Appreciation ideas
 - Feedback form
 - Anything else we need to change/notify?
- Carpentry@home
 - Are you in?
 - Course of action
 - Times?
 - Other recruits

Notes

How to recognize the work of the task force and appreciate each other?

- Letter/email
- T-shirts +3
 - Design: names of task force? one of the logos? We can decide. :) Bianca suggests a coronavirus picture.
- Apron
- Water bottle
- Stickers

Feedback question suggestions:

- What went well? What didn't work (for Task Force as a whole)?
- What should go into the template for the next CarpentryCon planning committee?
- Did you think the breakdown of tasks into sub-committees was good? Did we need more? Less?
- What worked in each subcommittee you were part of? What didn't work?
- What skills/knowledge would be useful for your sub-committee? Do you know of any places to learn these skills?
- How would you edit/change the timeline? --> add to CarpentryConnect planning kit!!

Action items:

- Create a master timeline + some templates for planning tools (Bianca, Aleks, Sher! ?)
- Folks to contact (from carpentrycon@carpentries.org):
 - Sponsors (Sher! said she is working on this),

- Venue (Christina working on),
- People who registered (Eventbrite will send when cancellations are processed but we still need to let them the know beforehand), -- Sher to do
- People who submitted proposals -- TBD
- People who applied for financial help -- Christina
- Keynote speakers -- Elizabeth?
- ~~T-shirt designers -- Sarah S commented in issue and closed~~
- Create emails for Carpentries staff to send:
<https://docs.google.com/document/d/1vIQ107aYkGomytctNSxvH1EDknr50yvyzXZWKNwnqLS0/edit> -- everyone
- Website updates: comment out/hide extra pages, keep blog/news -- Aleks/Anne

CarpentryCon@Home

- Have sessions w/ a few of the CC2020 proposals, between July - August
- Can be flexible w/ dates + times
- Could recruit more lightning talks
- Have to agree on the format first.

Action items:

- Convene meeting of Task Force part II (Christina/Ouso)
- Recruit other participants: David Suarez, Malvika Sharan, Dan Kerchner (Christina)
- For Task Force part II
 - Decide on scope of summer presentations (keynotes? workshop? breakouts? Lightning talks?)
 - Review proposals for good candidates
 - Contact keynotes

CC2020 Task Force Call #33

Your local time:

- Meeting I: <https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+TF&iso=20200331T14&p1=%3A&ah=1>
- Meeting II: <https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+TF&iso=20200331T17&p1=%3A&ah=1>

Role Call

- Meeting 1
 - Shaily Gandhi
 - Sarah Stevens
 - Christina Koch
 - Mark Lauferweiler
- Meeting 2
 - Christina Koch
 - Jesse Lambertson (see meeting 2 notes BELOW meeting 1 notes)
 - Ouso
 - Sher
 - Omar

- Apologies

Agenda

- No in-person conference - do we cancel or switch to virtual?
- Other updates

Notes

- Sarah:
 - Goal: connect in small groups, have social opportunities
 - Could connect with even more people online, important to keep that in-person
- Sher!
 - Virtual: use all the work we've done so far
 - Cancel: Carpentries staff is stretched thin, lots of work to redo, need to rely on task force
- Shaily
 - A lot of conferences have postponed
 - Hard to do things virtually, working from home

Virtual ideas

- Small groups
- Turn session proposals into community discussions / community workshops
- Would be cool to still have the keynotes (webinar?)
- Use social media or other platforms for people to ask questions of the keynotes

Canceling ideas

- Swag bag

Postponing ideas

- "restart" next year (2021)
- Christina/Sarah would be happy to organize locally but not be in charge. :)

Notes (meeting 2)

CK: hello to Omar

Ck: The Conference has officially been closed as an in-person event

Whether to host online or wait until next year?

Open Discussion on how to move forward:

- # If it goes online that may require more work than is possible in the time frame available
- # Postponement LATER THIS YEAR?
- # or NEXT YEAR?
- # The tech nature MIGHT make a online conference simpler - but it is probably simpler to terminate because other conferences later in the summer have already closed
- # Sher suggests the Carpentry staff is stretched too thin to rework the whole event to online
- # Proposal to host some community discussions in the summer as a way to maintaining a presence and value over the summer

- # Ouso: a once a month event in place of the conference (hosted by the original speakers?)
- # Sher: Postponing every conference back one year rather than having 2 conferences a year
- # CarpentryCon highlights this year in lieu of a conference?
- # Should summer 2020 be used to host sessions that WOULD have taken place at conference (or HOLD everything until next year?)
- # Ouso suggests we HOLD everything that was chosen until next year
- # Sher: likes the idea of a carpentrycon highlight over the summer (low hanging fruit) to promote the education and values of the Carpentries and the Conference
- # Could work with IDC (instructor development committee) to spearhead those highlights
- # Some ideas are better suited for a time and some are best suited for any time (need to decide)
- # Ck shared:
<https://docs.google.com/document/d/1olGQciwyC2zjiaofMYEVycGrBdPgT4R4w4O2RnVZrJw/edit#>
- # final thoughts (Ouso thanks the planners for their amazing work)
- # CK: follow up e-mail to the CCon list
- # blog post coming

CC2020 Task Force Call #32

Your local time:

- Meeting I: <https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+TF&iso=20200317T14&p1=%3A&ah=1>
- Meeting II: <https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+TF&iso=20200317T17&p1=%3A&ah=1>

Role Call

Attending

- Meeting I
 - Shaily Gandhi
 - Anne Fouilloux
 - Christina Koch
 - Gabriel
- Meeting II
 - Ouso
 - Bianca
 - Jesse lambertson
 - Serah

Apologies

- Aleks Nenadic

Agenda + Notes

Subcommittee updates

- Accessibility
 - In a holding pattern pending funds + coronavirus decision for financial aid
- Budget
 - Sponsorship calls still out.

- Kari/Sher! sent proposal to CZI. Specifically targeted accessibility, travel funds, streaming.
- Content/Communications
 - Post/information about Coronavirus (delaying deadlines)
- Program
 - Session proposals have been/are being reviewed.
- Website
 - announcement about corona virus has been added and a few other fixes have been applied
 - T-shirt competition draft: <https://pollunit.com/en/polls/dxwnyyjhq6-m4qbqk9eopw>
 - Serah is looking at typeform as alternative
- Local
 - No updates.

Will decide whether we go online in 2 weeks. In the meantime:

- What are some things we were working on that should go on hold?
 - Eventually: contact session proposers about time zone, willingness to teach online, willingness to teach twice
- What are some things we can do immediately to lay the groundwork (if online)
 - Research / look at resources --> some are in this Google Doc: https://docs.google.com/document/d/17p201UUdROLT_A0Iq--CZMB6vLhia65NYcPR0Vsw_II/edit
 - Look up ice breakers -- are there any good ones that would work online
 - Contact the keynotes about presenting online -- Sher! or Christina will contact EW
- Look at program and brainstorm
 - <https://2020.carpentrycon.org/programme/>
 - Story Circle / Icebreaker -- really important to keep, but how to do online?
 - Use breakout rooms?
 - Group project -- something contributing to a shared repo?
 - Use what you have in common - go around and have people share
 - Keynotes
 - Should be relatively straightforward to do online
 - Have a way for people to submit questions
 - Break outs / Skill ups
 - Have more sessions so that there are fewer participants / it's easier to manage
 - Could also do multiple
 - Have similar workshops offered simultaneously / over time
 - Could use eventbrite for individual registrations
 - Panels work well online (Christina says)
 - Technical workshops
 - Lots of challenges - need multiple screens, helpers
 - Do flipped classroom? That's a lot of prep for the presenter.
 - Lightning talks
 - Can just do online
 - Record them?
 - Record individual talks + make a playlist
 - Other ways of engaging
 - Encouraging re-watch in groups #rewatch
 - Really lean on something like slack/twitter

- What roles might we need?
 - More hosts/helpers for each session -- include a notetaker + question wrangler
 - Have a technical group / helpdesk for support

Meeting 2 (17 march 2020)

Ouso chair of meeting

Notes (meeting 2):

How to adapt conference to C19 spread and impact

Subcommittee updates:

Accessibility:

- #registration issue conflicts with those who have applied for financial aid because C19 might impact registration and travel
- # Also, funds are unclear (Sher is working on these details)
- # Are there stipends? (is this different than financial aid)
- # Question if it was related to expenses like food, thus different than travel funds
- # Limited funds determine some limit on 'extra' monies (question to be answered by budget committee)
- # Bianca (lunch is already provided, assumes dinner is on your own, not common for conferences such as this)
- # Still processing the first batch of applicants (Serah says no one has heard back yet)

Budget:

- # \$10K for the conference (not sure how to use it if the conference has to go virtual)
- # SSI donated \$2000 for some specific purpose
- # \$5000 sponsorship from mozilla (travel grants)
- # Still need to clarify the budget if the conference forces a virtual conference
- # If the conference goes virtual, then the sponsors will need to be asked how their sponsorship \$ is spent

Communications/Content:

- # Serah: blogpost about C19 recommendations (staying safe) and that the conference taskforce is monitoring the situation to decide the conference's status
- # Waiting until april 1 to decide

Program:

- # Proposals are being reviewed
- # Serah wants to promote the keynotes to get registrations
- # Not sure about the timeline
- # 20 breakout sessions [1 hr] / 11 skill-ups [1 hr] / 19 workshops [3 hrs] / lightning talks (3 parallel tracks per day) / Posters still coming in
- # how many can be accepted? (accept more and subdivide people?) - question still open
- # <https://2020.carpentrycon.org/programme/>
- # Defining the types of sessions
- # longer sessions are closed
- # Ouso: How many sessions will we need?

Website:

- # web content was rendering strangely on different browsers (odd on chrome)
- # Poll to vote on t-shirts designs (using a free URL with no 'custom url')
- # Looking to promote soon
- # Will embed it on the website? Displayed via a banner?
- # Bianca

LOCAL:

- #A-Z Documents
- # (from zoom chat) "CarpentryCon 2020 plans are in full gear, and we need the help of our local volunteers to populate our guide to all thing CarpentryCon and Madison. One Task Force member, Bianca Peterson, has done a tremendous job with a first draft of the guide, and we are inviting you" to read it and suggest additional changes for it. All sections that currently need input are tagged FIXME, so please feel free to provide information on the sections that you are able to. Bar, Currency, Fitness, Medical, Sight Seeing, UW-Madison, Weather might be great sections to populate first, and in case you find that any relevant section is missing, feel free to propose it. https://github.com/carpentries/carpentrycon/blob/master/AtoZ_of_CarpentryCon.md For anyone new to GitHub, emailing your suggested edits to carpentrycon@carpentries.org with the title Proposed Edits for A-Z Document would suffice. Thank you all"

COVID-19:

- # Virtual or in-person conference?
- # Covid-19 planning document: https://docs.google.com/document/d/17p201UUdROLT_A0Iq--CZMB6vLhia65NYcPR0Vsw_II/edit
- # Secretary recording session details in summaries or write-ups after the fact
- # Subdivide the session reporting to as many different voices and languages as possible
- # time zone for an online conference will affect who might be able to report on certain sessions (also related to accessibility)
- # need a timekeeper and moderations for chats (different people)
- # triaging questions is a real job
- # Serah: asking persons who proposed sessions to teach twice (not sure why, about time zones? / need to find out what this question is about)
- # some concern over time if someone is asked to teach twice
- # Bianca: suggests a session is recorded and rebroadcast at a later time
- # 2 notetakers for each session / Serah: notes that if links were mentioned that those links can be captured in the notes
- # Session could be prerecorded either with voice or w/o voice and then played later - based on context (might be challenging if someone has not done this before)
- # Prerecorded sessions also help time management
- # playing back prerecorded sessions is its own thing and feel (so this need to be worked out)
- # How to interact with prerecorded sessions (Q & A after the recording is played perhaps?)
- # timing is a big challenge in getting the sessions recorded and correctly submitted
- # adding captions will also need to be done / live captioning?
- # Google slides picks up one's voice? (accent and language issues in the machine)
- # how to maximize engagement if things are recorded in advance?
- # shifting to virtual conference will change it
- # **be excited!**
- **Action Items:**

- > Decide how many sessions can be accepted
- > Online or in-person conference?
- > Check if the program schedule on the website and the programme spreadsheet (https://docs.google.com/spreadsheets/d/1AhnQUs2acSWsdg20B718wYllmuSUGgiyxDyPvm_tC0s/edit?usp=sharing) is the same?
- > Will conference need to be rescheduled? (question in the mix)

CC2020 Task Force Call #31

Your local time:

- Meeting I: <https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+TF&iso=20200303T14&p1=%3A&ah=1>
- Meeting II: <https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+TF&iso=20200303T17&p1=%3A&ah=1>

Attending

- Meeting I
 - Christina
 - Anne
 - Gabriel
 - Aleks Nenadic
 - Mina
- Meeting II
 - Ouso
 - Serah
 - jesse L

Apologies

Agenda

- Task Force Business
 - Registration ticket code: CC2020TF
 - Travel planning: when to arrive
 - Meeting time changes over the next month or so
 - Next meeting (March 17) would be at these times - do they still work for most people?
 - <https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+TF&iso=20200317T14&p1=%3A&ah=1>
 - <https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+TF&iso=20200317T17&p1=%3A&ah=1>
 - Leave at current UTC time for now (will change for US people next week); maybe shift UTC time after Europe changes at the end of March.
- Subcommittees updates
 - Accessibility

- Reviewing financial aid applications
- Budget
 - Still trying to get sponsors
 - If you have any personal connections w/ groups who could sponsor (like Python Software Foundation, Github, etc.) please email them!
 - There are some great resources in the Budget subcommittee folder (look for the sponsorship kit: <https://drive.google.com/drive/u/0/folders/1u-CXe50hYcDPCd90Ubr8d7S3sQY0DK5Y>)
- Communications/Content
 - https://github.com/carpentries/carpentrycon/blob/master/AtoZ_of_CarpentryCon.md
 - Is this useful? <https://pad.carpentries.org/carpentrycon2020-travel>
 - For slack: do we want a separate workspace or a channel w/in the Carpentries org?
 - T-Shirt -- Aleks to investigate voting options
- Program
 - All session proposals were reviewed (2 reviewers per proposal) and scored
 - 5 more submissions came in last week - we'll review them this week
 - Beginning next week we'll see how many slots we have for the various sessions and choose the applicable number of proposals for the respective sessions.
 - Only one submission for lightning talks/posters - we'll need to push this on Social media (although it's still early and submissions will probably come in in the next 2 months).
- Website
 - TF member updates - done. :)
 - To do (issue created): Go through dates + remove old dates/buttons
- For later:
 - Promote to mailing lists we belong to
- Comms --> communicate what you need to this subcommittee!
 - Accessibility:
 - reminder that you can still apply for financial aid (social media + slack?)
 - Budget
 - Sponsorship (social media)
 - Program
 - Lightning Talks / Posters (social media + slack/discuss)
 - Keynote speakers (blog post + social media + slack/discuss list)
 - Website
 - General
 - Promotion of community call, starting soon
 - Registration (include on any emails to discuss)

Discuss emails coming up: keynotes, t-shirt voting, community, lightning talks/posters
Reminders when publicity pushes are coming up would also be helpful

- Coronavirus - need to consider implications and possibly make a statement
 - What are your concerns?
 - What do you think is important to consider?
 - Cancellation at the venue (?) -- Christina can look into this
 - Travel

- Register/book through institution if you can -- more insurance if trip is cancelled
- Book a ticket type that can be changed/cancelled
- Think about when to refund registration fees
- Potential future scenarios:
 - No issues -- full on-site participation w/ some remote
 - Smaller number of on-site, more remote participation
 - All remote participation
 - Cancel completely

CC2020 Task Force Call #30

Your local time:

- Meeting I: <https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+TF&iso=20200218T14&p1=%3A&ah=1>
- Meeting II: <https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+TF&iso=20200218T17&p1=%3A&ah=1>

Meeting I

- Shaily Gandhi
- Bianca
- Gabriel
- Christina(Chairing)
- Ouso

Meeting II

- Sarah Stevens (FYI, I'll be gone all of march and not joining for meetings then)
- Anne Fouilloux
- Jesse A Lambertson (note taker)
- Ouso (Chairing)
- Elizabeth Wickes

Apologies

Agenda + Notes

- Save the Date: Community Call April 7
- Sub-Committee Updates
 - Accessibility
 - Financial Aid review process is beginning
 - Need to find out if people are bringing kids / arrange childcare
 - Budget
 - Communications/Content
 - Program
 - A-Z:

[https://github.com/carpentries/carpentrycon/blob/master/AtoZ_of_CarpentryCon.m](https://github.com/carpentries/carpentrycon/blob/master/AtoZ_of_CarpentryCon.md)

[d](https://github.com/carpentries/carpentrycon/blob/master/AtoZ_of_CarpentryCon.md)

- Bianca had been assigned this, did an overhaul, but left some things that we haven't decided
- Needs additional contributions! Look for "FIXME". :DDDD
- Sarah asked local volunteers to start filling this in (they will make issues about sections they are working on, will keep reminding them)
- Etherpads:
 - Main: <https://pad.carpentries.org/carpentrycon2020-main>
 - Social: <https://pad.carpentries.org/carpentrycon2020-social>
- Pre- and Post-survey questions? - Kari / Sher!
- Session proposals end Feb (total = 36) - will start reviewing soon (Bianca lead)
 - Interested in reviewing:
 - Christina Koch
 - Shaily Gandhi
 - x
 - Want to notify people by early March!
- Registrations opened for poster/lightning talks
- Website
 - Business as usual. :)
 - Has been updated w/ accessibility information, adding call for posters/lightning talks, adding blogs, adding twitter feed
 - Missing TF pictures: Jessica, Mina, Fotis, Danielle, Mark
 - Add Elizabeth Wickes (Program SC and ?)
- Local
 - Have local folks contribute to A-Z
 - Otherwise, mostly waiting until closer to the conference to work w/ volunteers
- Communications coordination - what's coming up?
 - Today: Bianca sends reminder about t-shirt
 - T-shirt competition (should close soon):
<https://github.com/carpentries/conversations/issues/22>
 - Extended to March 20th
 - Next week: "last chance" email/slack for session proposals
 - In March, promote the community call
 - Ongoing: registration, financial aid, sponsorship
 - At some point: Keynote reveals over four weeks

NOTES (meeting 2)

Save the Date: Community Call April 7

Times for April 7 community call? / Answer: (same as TF times)

subcommittee updates:

nobody present from accessibility

- depersonalizing forms right now for requests, etc

- childcare is still in process

budget

- annefou: summary (still attempting to attract sponsors) - several already have come in (but hoping for a few more)

- travel sponsorship must be applied to individually

communications/content

- Daniel: meeting was held last week

- proposal (updates on the blog: <https://carpentries.org/blog/2020/02/carpentrycon2020-updates/>)

- Make sure the communications regarding the conference is inclusive from all SCs
- FROM the zoom meeting's chat: "look out for messages on our socials and help us share them"
- Bianca has worked on a first draft of the A-Z document, feel free to review the doc- we are working on a communications calendar, to help our subcommittee reach out to and nudge other subcommittees for things they'd like us to share ahead of time, also to ensure we don't miss the opportunity to amplify urgent messages from early on. More on this soon."
- Hoping for better synergise between subcommittees and communications SCs for communication items
- Propose SCs to take the latter 3 minutes of their respective meetings to summarise any communications they would like broadcasted by the Communications SC. Send the same via email to communication email list
- Will come up with a calendar of upcoming tasks to help SCs keep to speed with communications expected from them
- T-shirt design call is still live (about 6 designs have come in so far)

Programs

- EW on Bianca's behalf
- Session submissions are closing, last email call to go out
- reviewers have been separated by area of session (each reviewer handles one area - about 7 proposals each)
- Same basic guideline in that rubric as applied to the keynote process
- still need 2 reviews
- all content for review will be sent once the reviewers slots are ALL filled
- still awaiting one possible keynoter
- hoping to have all proposals reviewed by the end of february
- Etherpads for the conference:
 - Etherpads:
 - Main: <https://pad.carpentries.org/carpentrycon2020-main>
 - Social: <https://pad.carpentries.org/carpentrycon2020-social>
- Expect a review of pre / post conference survey questions by Kari/Sher!(not ready yet)
- reviewing signup sheet: <https://docs.google.com/document/d/1C8Lj8wmr2EP02A64O4uZTZI8fIDDNf-LY9miJOgnUvo/edit>

website

- Annefou: nothing new
- the news bug has been fixed
- tshirts design should be closing soon (extended until march 20!) updated on github issue and on the site

Others

- using the carpentries logo for consistency (Sarah Stevens)
- biking around madison, plus other activities worked out by the local volunteers (fun)

Comms SC to promote the April community call in March

Don't be afraid to reach out to sponsors

Action items:

1. Sarah: update the website with the tshirt design closure (sarah will update the github issue (**DONE**))
2. Anne: photos for TF members
3. All: reach out to possible sponsors
4. Comms SC: Send out last chance e-mail re: session proposals (from communications)
5. Anyone: Sign up to help with reviewing session proposals, 2 more needed
6. All: review A-Z (bring up issues to the communications subcommittee)

CC2020 Task Force Call #29

Your local time:

- Meeting I: <https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+TF&iso=20200204T14&p1=%3A&ah=1>
- Meeting II: <https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+TF&iso=20200204T17&p1=%3A&ah=1>

Meeting I

1. Christina
2. Aleks N
3. Bianca
4. Sarah Stevens
5. Anne Fouilloux
6. Gabriel
7. Rohit
8. Ouso
9. Sher!

Meeting II

1. Ouso
2. Jesse A Lambertson
3. Sher!
4. Elizabeth Williams

Apologies

1. Marco (I have a new job and on Tue and Thu, I work until 8pm CET)

Agenda

- "Master" blog post + community call
 - Picking a date -- times would be the same as the TF meetings:
<https://doodle.com/poll/p6cf9273ib2n3qiq>
 - <https://docs.google.com/document/d/1BWzF7-dW3OZu5hK5tDu1ua35Snj4uNqRlFiExUoE-xM/edit>
- Email to discuss/general slack about registration - a volunteer?
 - Ouso
- Subcommittee Updates
 - Accessibility
 - Still working on financial aid
 - Budget
 - Working on sending out sponsorship ads (?)
 - Let them know if there is someone (potential sponsors) they need to contact
 - Communications/Content
 - Aleks found some quotes on the internet for swags (t-shirts and stickers mainly) -

e.g StickerMule not the cheapest (but ship to the US and offer sponsorship deals to provide stickers for an event for free as part of the sponsorship deal), should can get local quotes too

- Swag items quotes doc:
https://docs.google.com/spreadsheets/d/1Z2TZwIuhtjhnLbF-AgFL7HfX_pz-1kJ0Yc0KB2KJV0o/edit?usp=drive_web&ouid=101079111394226380921
- Sarah: One of the admins for our institute is also looking into numbers from the places she usually purchases from
- Program
 - Open submissions for lightning talks / poster presentations
 - Form:
https://docs.google.com/forms/d/19rjG8o0vsACIIdcMJ2SYm7M6Tdhpobv_A98BOyuXDdM/edit?usp=sharing
 - Develop (and finalise) rubric for accepting lightning talk / poster presenters
 - Draft:
<https://docs.google.com/document/d/1Zfq6fYAfxeVBhYEpzEMKoBeY0lIpEvNUU5BCwRk7lDk/edit?usp=sharing>
 - Develop (and finalise) rubric for session speakers (skill-ups, workshops, breakouts)
 - Draft:
<https://docs.google.com/document/d/1rnt9YZbsgUyeMdo2FnUUyc30qU45AyBAIu2T-hlimVs/edit?usp=sharing>
 - Place Keynote speakers in schedule (3 confirmed, 1 pending)
 - Ask keynote speakers for specific needs for presentations and providing timeline for future communications
 - Note: Elizabeth Wickes has been communicating with the keynotes and I would suggest that she stays the "contact person" if she is available and willing to do so, otherwise keynotes might get confused when multiple people communicate with them.
 - End submissions for session proposals (32 submissions received)
 - Note: I will ask at tonight's TF meeting whether we should close now or push for a few more this week - I'm not sure how many we need.
 - Summary: 14 breakout sessions, 11 workshops, 7 skill-ups
 - Form: https://docs.google.com/forms/d/1ad-MwflYywsouUg86HN-BkhrU68d8qdZKwliPyy_90dY/edit?usp=sharing
 - Responses:
<https://docs.google.com/spreadsheets/d/11TlcodRuUskxdJrawjBH1ks9fx63XsAfSTch9EaW1xE/edit?usp=sharing>
 - Evaluate session proposals and notify speakers (by end Feb)
- Website
 - Website is not served by gh-pages, but on Master branch - served by Amazon cloud (some issues, but website is working)
 - Aleks: added issues for action items that need to be done (registration button and blog post)
 - Christina: Accessibility information ready to go onto website
- Local Organizing
- Registration:
 - TF can register for free, but you are more than welcome to pay registration if you want :)
- TF travel + accommodation: for your own cost at the moment - if we get many sponsors,

we might be able to cover some expenses

Notes (meeting 2)

attendees: SherAaon Hurt, Elizabeth Williams, Daniel Ouso.

Question about the blog: how to use it as an update tool

Master Blog: Sher says CK will reach out to each subcommittee will put together their main topics on this blog (planned for next week)

Daniel: mentions the community call (that would match the TF time) (from line 65)

Accessibility update:

- Sher was looking for a volunteer to send out registration links (that registration is open)
- Sher: almost 30 folks have applied for some kind of scholarship (wil start to review next week)

Budget:

Sher: Sending out sponsorship requests / scheduling a blog to go live on this tomorrow / pushing the sponsorship kit / Daniel clarifies this is the blog mentioned in the last call

Communication/Content:

- Daniel is mentioning CC swag (stickers and tshirts) / mentioned prices of shipping, but Stickermule will ship for free for the carpentry con (<https://www.stickermule.com/>) / suggested there might be some US based attendees who can look at US sticker producers /
- Sher suggests the communications/content persons can take a vote to use the extant proposals to either vote on the logo or simply choose
- Look for relevant tweeting to share (RTing)

Program:

- opening up for lightning talks and poster sessions
- 32 proposals for sessions, etc (closes on february 28)
- 3/4 keynotes are confirmed

Issues on the website

taskforce members get free registration, but travel is not covered.

registration information: <https://carpentries.org/blog/2020/01/register-for-carpentrycon/>

I (Jesse) think there is a register button coming for the site soon (in progress)

<https://2020.carpentrycon.org/>

Actions:

- Christina: follow up with content/communications SC
- Bianca: email communications SC - session proposals end Feb (all platforms)
- Bianca: add info to master blog
- Sher!: set up TF registration option (free)
- All: review/draft A-Z doc

CC2020 Task Force Call #28

Your local time:

- Meeting I: <https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+Task+Force+Meeting+%2328+-+I&iso=20200121T14&p1=1440&ah=1>

- Meeting II: <https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+Task+Force+Meeting+%2328+-+II&iso=20200121T17&p1=1440&ah=1>

Meeting II

Attending

1. Ouso (Chairing)
2. Elizabeth Wickes
3. Elizabeth Williams
4. Serah Rono
5. SherAaron Hurt
6. Jess
7. Gabriel

Apologies

Agenda

1. Registration
 1. <https://www.eventbrite.com/e/carpentrycon-2020-tickets-88906089507>
 2. Share feedback on the registration form with Sher! by EOD January 21 either by email or under this section here
 3. Jess: Seeing a small typo in the header talking about financial aid.
1. Blog post
 1. registration for the conference is open and will be announced on the blog later this week
 2. post calling for event sponsorships will go out in the last week of January 2020
 3. We hope to publish a CarpentryCon update post for the benefit of the community, and invite them to a community call hosted by our Task Force in early February. Subcommittee leads are requested to send updates to this doc over the next week
<https://docs.google.com/document/d/1BWzF7-dW3OZu5hK5tDu1ua35Snj4uNqRlFiExUoE-xM/edit?usp=sharing>
2. Timeline review
 1. It's time to start thinking about conference swag, need to get together a small group of Task Force members to spearhead this work. Anyone interested should list their name on Slack or under this section
 2. Request for Task Force co-chairs to send a note about this in the task force mailing list?
 3. Prioritising having local task force members lead this research work so we can get local vendors
3. Member listing on web
 1. Are you listed in the CarpentryCon Task Force page? Contact the website subcommittee if not, sharing your headshot if possible, or open an issue so you can be added.
<https://github.com/carpentrycon/carpentrycon2020>
 2. Elizabeth Wickes needs to be added to the page
4. Consideration for new members
 1. anyone requesting to join the Task Force at this point can help lead the 2021 Task Force
5. Subcommittee reports
 1. Accessibility
 1. look at this doc that has info on accessibility needs and give feedback

<https://docs.google.com/document/d/12K3y6JoYSgzABzRAtVwD6PQGgQTG2IxL9BE7hgGBeBQ/edit>

2. Budget
 1. sponsorship emails are coming in through our mailing list so we can keep track of them, filter out these messages if they overwhelm your inbox
 2. sponsorship blog post going up next week
3. Communications
 1. t-shirt proposals still being accepted, deadline extended to Feb 20, 2020
 2. working on A-Z document
4. Programs
 1. 4 keynoters approached, 3 confirmed
 2. 1 speaker waiting to hear that we will meet some of their accessibility requirements before they confirm, Elizabeth Wickes confident we will meet those requirements
 3. We will need to get a sign language interpreter
 4. add a note about using inclusive terms, have a guide for language to avoid, include a note for 'scent-free as much as possible'
5. Website
 1. Program is now up on the website
 2. share any issues you may notice on cross-browser compatibility, and accessibility,

Meeting I

Attending

1. Anne (will be in a public library so I won't be able to talk)
2. Aleks N (might be a few minutes late and will hav to leave 15 minutes early to get to another meeting)
3. Serah Rono
4. Sarah Stevens
5. Cody (filling in on notes)
6. Ouso
7. Sher!

Apologies

Agenda

1. Registration
 - Registration form is up - take a look; plan to publicize this week - blog post will go up this Wednesday; any volunteers to email the announcement to discuss?
 - <https://www.eventbrite.com/e/carpentrycon-2020-tickets-88906089507>
 - Give updates/suggestions for registration form changes to Sher today!
1. Blog posts
 - Reg blog post this week; sponsorship post next week; early Feb: big summary post to compile everything CarpentryCon - need it ready to go by next meeting; For Feb blog post:
 - Comms: A-Z reference

- Budget: sponsorship apps
- Programs: propose a session, lightning talks
- Local: Travel information
- Community call (for Feb/March/April)
 - Christina will poll us using existing March/April TF dates as possibilities

2. Timeline review

- <https://docs.google.com/document/d/1P3MxoVUEk0HJu8X6qaeWGpbmYmm48Da1JVdE0u32MmY/edit>
 - Look at your subcomm sections - are you on track? Is there anything you forgot about?
- Anyone interested in working on swag? Aleks will start a doc to crowdsource this
 - T-shirts ordering, bags, mugs, lanyards - looking at companies to make these - who has the best deals
 - Custom carpentries sticky notes
 - Should attendees be able to opt-in/out to swag? - not adding this to reg form; maybe contact people later
 - Swag items sheet: https://docs.google.com/spreadsheets/d/1Z2TZwIuhtjhnLbF-Agfl7HfX_pz-1kJ0Yc0KB2KJV0o/edit#gid=0
- Programs comm is discussing: Should we arrange community service sign-up options for early arrivals and late departures? Could be just listing them on the site? Or arranging/matching up groups? Sarah S can help connect with local community members around this.

3. Member listing on web

- Make sure website is up to date with TF members. Everyone should get credit for their work (if they want to be listed).

4. Consideration for new members

- Folks interested in helping with CarpentryCon: would we benefit from more help/volunteers at this stage?
- We could ask them to help on-site; or ask them to join 2021 conference group;
 - At this stage: best to get involved with 2021, or identify onsite help they could provide. But since we're comping TF registration and the TF is working smoothly, no need for new members now.

5. Subcommittee reports

- Website: added program outline (<https://2020.carpentrycon.org/programme/>); accessibility blog post will be added soon
- Programs: have sent out keynote emails; next working on opening up lightning talks with rubric - hope to accept as many as we can
 - Three speakers have been emailed for needs regarding attendance
 - Sign language interpreter will be need
 - A speaker pointed out the need to take into account accessibility/diversity, highlight on strong perfumes
- Communications: haven't been able to meet in 2020; working on A-Z document - hope to get it out by end of Jan; t-shirt design (<https://github.com/carpentries/conversations/issues/22>) doesn't have many entries yet; will extend due date, and give it another push to get the word out

- Budget: blog post ready for next week, to encourage community to suggest sponsors - showcase sponsorship kit; emailing potential sponsors; emails about sponsorship are cced to carpentrycon@lists
- Accessibility: some keynotes had questions about accessibility of whole conference - Christina wrote up the following doc, and would welcome feedback:
 - <https://docs.google.com/document/d/12K3y6JoYSgzABzRAtVwD6PQGgQTG2IxL9BE7hgGBeBQ/edit>
 - Could also use an accessibility-specific contact form or email address on the website. Which? Shared email address would be best
- Local: people are excited; dorm registration is open; lot of fun activities will be arranged for attendees; community members could be designated lunch table hosts

Action items:

- Serah R - Will create February big summary blog post document for all to add to. Done:
 - <https://docs.google.com/document/d/1BWzF7-dW3OZu5hK5tDu1ua35Snj4uNqRlFiExUoE-xM/edit?usp=sharing>
- Aleks creating Google doc for swag suggestions:
 - https://docs.google.com/spreadsheets/d/1Z2TZwIuhtjhnLbF-Agfl7HfX_pz-1kJ0Yc0KB2KJV0o/edit#gid=0
 - Add your thoughts!!
- To assign: who wants to email discuss/slack about registration?
- Need to create an email address for accessibility concerns - Sher! or Serah?
- Add Elizabeth Wickes to the website (Serah created an issue on GitHub)
- Send summary notes for the meeting:
 - About the ad hoc SC surveying on conference consumables
 - Community call poll
 - Take note on sponsorship emails that will be copied to carpentrycon@carpentries.org (ignore if you are not memeber of budget SC)

FEEDBACK for Sher! about registration form:

- Should we have a general - tell us more about accessibility needs / childcare needs? Or at least have a way of directing people to a general "accessibility" contact?
- ~~Also, do we want to have a question about whether or not people want/don't want swag?~~
- There is a typo "Applying for financial aid throu a Participant Stipend"through?
- Another small typo under Nonprofit ticket type: "For those who are apart of a nonprofit, academic institution or governmental agency" should be "a part"
- Missing fullstop in Throughout the conference the attendess will be focusing on "*Growing Inclusive, Computational Communities and Leaders*"
- Consistent title case for headings, e.g. in "Applying for financial aid throu a Participant Stipend"
- For the financial aid section, refer to things by the forms "the google form first" and "eventbrite registration form". So it is less ambiguous. Also add a hedge "If you are approved for financial aid, you will be given directions for completing the eventbrite form".

CC2020 Task Force Call #27 -

Meeting I: January 7 at 14 UTC

Your local time: <https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+Task+Force+Meeting&iso=20200107T14&p1=%3A&ah=1>

Attending:

- Christina (chair)
- Cody (notes)
- Elizabeth Williams
- Aleks N
- Anne Fouilloux
- Bianca
- Serah Rono
- Elizabeth Wickes
- Sher!

Meeting II: January 7 at 17 UTC

Your local time: <https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+Task+Force+Meeting&iso=20200107T17&p1=%3A&ah=1>

Attending:

- Christina
- Cody (notes)
- Sarah Stevens
- Sher!
- Elizabeth Williams
- Elizabeth Wickes

Apologies (for both meetings):

- Ouso

Agenda:

1. Highlights for discussion

- Registration plans
 - Review ticket prices
- Keynote selection
- Sponsorship sprint interest
- Looking forward to a future community discussion - start thinking about what you'd like to share!
- Sub-committee chairs:
 - Please share any items that need communication in the next few weeks, or to be included at an end of month blog post
 - Also, stay on top of your website content

7. Sub-Committee Updates

- Accessibility
- Budget
- Content/Communications
- Program
- Website/Outreach
 - Programme outline published, you can view the changes here if the main website has not

updated for you yet -

<http://2020.carpentrycon.org.s3-website-us-east-1.amazonaws.com/programme/>

- Christina's accessibility doc is under review atm and will be scheduled for publishing on the website soon

Notes (Meeting two)

See below (meeting one) for basics

- Registration - will be open next week
 - PyCon tiers - allow registrants to pay a little extra ("full ticket") as pseudo-sponsorship;
 - Elizabeth Williams would need to see how that would work on the nonprofit end - there are strict guidelines; could talk to PyCon org - they're also nonprofit;
 - <https://us.pycon.org/2020/registration/>
- Keynotes - 30ish submissions; narrowed down on theme, interest, and speaking skills; 12 candidates in top tier, planning to send about 5 to program committee after discussing with Bianca; three keynote speaker slots: there is \$2,000 per person in the budget for keynote travel costs; might take into account diversity of topics, geography (sometimes can't pay folks in certain countries, depending on where they have a bank acct);
 - Could invite back-ups to present session/workshop, and can encourage them to apply for participant stipend
- Sponsorship - we need sponsors - Christina can help organize a motivational meeting on this;
 - E Williams could lead a breakout room on "alternative" potential sources for sponsorship (e.g., airlines often donate to fund this kind of thing)
 - Here's an example of some alternative type of sponsorship that might be something good for us: https://docs.google.com/forms/d/e/1FAIpQLSfrB7tIrr-4l-sKhsIz6pfvnL3HD_amFvWeFE09_3lDirpPbw/viewform?fbclid=IwAR0DbXTE_4TGPOuqi7_9j5tUEERPJG1HayWf9r_HWafxv56cKd-ZQTU6yrs
- Subcomm updates (see notes below):
 - Local: dorm booking and roommate matching is in the works - there will be a form for website to help match roommates (taking gender preferences into account); estimated 100 people in dorms; blocked about 60 rooms (2 floors), but could probably get another floor;
 - Can we set up a Google doc or Etherpad to help folks arrange rideshares from transit to campus? Maybe something we don't have to manage much on our end, but encourage people to use to share contact info, etc. Yes.

Notes (Meeting one)

- Registration - Sher is managing the Eventbrite for registration.
 - Subcomms: send anything that needs to be included in registration to Sher.
 - Ticket cost proposal: (will run through with acting exec director)
 - Early bird Jan 15 - Feb 29: student \$150, non-student \$250 (bare minimum to recoup costs)
 - Standard Mar 1 - Apr 30: student \$250, non-student \$375
 - Late May 1 - conf: student \$375, non-student \$500
 - attendance estimate is 120-200
 - Task force members pay registration?
 - Aleks idea for those who have funds to (voluntarily) pay registration to help sponsor others who don't have the funds

- Sponsorship to general fund would be most valuable (can cover any costs); registration counts as income; either would probably be fine
 - Sher: usually TF members would be waived - we can tentatively plan on that; details can be worked out
- Sponsors - if you know of potential sponsors (individual or orgs), and would be interested in doing a working meeting about sponsorship, let us know:
- Keynote selection: Bianca mentioned that Elizabeth Wickes can give an update on the selection
 - Great submissions, and very hard decision to make
 - Keynote invites are ready to be sent, once selection is finished (Bianca)
 - Backup keynote idea: invite some backup choices to do a *session* so if one of the primary keynotes can't do it, we can ask them to "upgrade" to a keynote. For after we've filled the keynote spots.
- Comm/Outreach:
 - Subcomm chairs: be proactive about updating the website, keep Serah and the Comms committee in the loop
 - If your comm needs community input, post in the Slack channel, email the discuss list, and topic box
 - Good for community to see TF members excited and sharing updates
 - We should plan another community discussion
- Subcomm updates:
 - Accessibility: has done a lot of research; waiting to see what needs come in via registration; working on financial aid
 - Budget: sponsorship is ready to roll; feel free to share that info and connect potential sponsors with budget comm; have a list of potential sponsors they're reaching out to; working with accessibility to understand participant stipends;
 - Subcomms: continue to share expense estimates you come up with with budget committee
 - Content/Comms: shared accessibility and gratitude blog posts in December; talking to folks about t-shirt designs;
 - Program: has been updated and waiting for feedback from budget subcomm on whether they can put it on the website; think that a program outline will help encourage registration; Elizabeth will check on where that stands in budget subcomm; can create a pdf/spreadsheet up as a backup (program currently in google sheets)
 - Website: Dec 11 blog post on submitting financial aid applications; t-shirt design competition - might be good for a blog post (closes Jan 20). t-shirt design is out as a github issue; blog post for sponsorships? two separate posts: one on "would you like to sponsor carpentrycon?" and one could combine participant stipends and registration; Sher will do the registration blog post; Sher already has a sponsorship post ready to go too; report any browser problems with website as github issue;

[msg=CC2020+Task+Force+Meeting&iso=20191210T14&p1=%3A&ah=1](https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+Task+Force+Meeting&iso=20191210T14&p1=%3A&ah=1)

Attending:

- Christina (chair)
- Aleks Nenadic
- Gabriel

Apologies:

Ouso (conducting a workshop)

Jessica

Shaily Gandhi

Agenda + Notes: (see below)

CC2020 Task Force Call #26-II: December 10 at 17 UTC

Your local time: [https://www.timeanddate.com/worldclock/fixedtime.html?](https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+Task+Force+Meeting&iso=20191210T17&p1=%3A&ah=1)

[msg=CC2020+Task+Force+Meeting&iso=20191210T17&p1=%3A&ah=1](https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+Task+Force+Meeting&iso=20191210T17&p1=%3A&ah=1)

Attending:

- Elizabeth Wickes
- Sarah Stevens
- Bianca Peterson
- Jesse A Lambertson (notetaker)
- Silvia

Apologies:

Agenda:

1. Finishing inter-dependent tasks / holiday schedule
2. Sponsorship reach-out "kit" is set to go!
3. Financial Aid Form Review:

[https://docs.google.com/forms/d/e/](https://docs.google.com/forms/d/e/1FAIpQLSf3vWlTy79TXAboT6VPElllq6ggYsSEb5QairmhU01kOHD_Dg/viewform)

[1FAIpQLSf3vWlTy79TXAboT6VPElllq6ggYsSEb5QairmhU01kOHD_Dg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSf3vWlTy79TXAboT6VPElllq6ggYsSEb5QairmhU01kOHD_Dg/viewform) +1

1. Other Subcommittee Updates (fill in as needed!)
 1. Accessibility
 2. Budget
 3. Communications/Content
 4. Program
 5. Outreach/Website
 6. Local
2. Co-chairs/Staff Updates

Notes (second meeting):

CK's main items (holidays coming up)

24 december 2019 meeting not happening (next meeting will be 7 january 2020)

make sure to get all necessary communications and comments in so folks can use their holiday time effectively

2 subcommittee pieces are ready

> Sponsorship is ready

> Financial Aid is ready

?? CK wants to know priorities for the end of 2019 time coming close

1. Bianca (program):

- a. keynote speakers need to be finalized (delayed)
- b. Needs to accept the various speakers and session contributors / lightning talks and posters are separate
- c. Life issues are getting hectic
- d. waiting for feedback from budget subcommittee
- e. Silvia's question: Maybe Aleks has draft text from last year that can be used (rubric) for keynote speaker?
- f. Main categories for keynote rubric defined in this googledoc :
https://drive.google.com/file/d/1XVp2w4N0tnSrahQ3_gRE-0oiJlXDUtb-/view
- g. Ouso asked how written it needs to be / but the question still stands about how to choose (and how streamlined the rubric can be)
- h. How much research should be engaged in to dig into each keynote possibility?
- i. Bianca will send out an e-mail with information about what is needed and what she needs
- j. Trying to figure out who best to run the keynote process
- k. Bianca alludes to the summer school rubric and issues of conflict of interest that may arise of the community of reviews gets too large
- l. Bianca asks how to recruit reviewers (how to deal with the numbers that may submit their names)
- m. CK says she will send a follow up e-mail today (**10 December 2019**)

2. Outreach/website:

- a. Sarah Stevens: working on website as requested
- b. developing accomodations page (not live yet)
- c. 'ditto' for the local arrangements (dorms are responding slowly)
- d. Contracts and things coming together (20 persons must stay in order to avoid paying higher rate)
- e. Ouso: Inconsistencies on the website with information that has gone out in other modes
- f. Asks that the website be looked at closely for these inconsistencies
- g. Asking about budget for program stuff (sched) how to use it and embed on the website

3. Suggests this is the final work week on CarpentryCon 2020 work for 2019 and that e-mails should be used to communicate directly with each subcommittee (to avoid 'spam')

4. Financial aid form is complete and needs reviewed :

https://docs.google.com/forms/d/e/1FAIpQLSf3vWlTy79TXAboT6VPEllq6ggYsSEb5QairmhU01kOH_D_Dg/viewform

5. Registration form and finAid form going out very closely to each other

6.

(updates from subcommittee)

- Program SC feedback:
 - Bianca: Jessica Upani drafted rubric for keynote speakers here:
https://drive.google.com/file/d/1XVp2w4N0tnSrahQ3_gRE-0oiJlXDUtb-/view?

[usp=sharing](#)

- Waiting for rest of SC members to change/approve
- Was supposed to be finalised by end of November
- By end of this month:
 - Evaluate and accept keynote submissions;
 - send confirmation letter to keynote speakers;
 - develop rubric for accepting lightning talk / poster presenters;
 - develop rubric for session speakers (skill-ups, workshops, breakouts)
- Waiting for Budget SC to confirm whether we can use (a.k.a. afford) Sched for the program - will embed on the website if yes. If not, we need to find another platform for the program.

Notes (first meeting)

- Holiday plans
 - Sub-committees should look at their calendar to finalise schedule since this will be the last meeting for the year
 - Next task force meeting: Tuesday, January 7
 - Will probably have a lot to discuss re: registration/ticket prices, program
 - Updates to the website/communications before the holidays
 - Form for financial aid should be going out this week, blogs on financial aid and accessibility will be posted by the Website Sub-committee
 - Budget sub-committee to get in touch with website to communicate sponsorship information (also double check that it's correct on the website)
- Venue/travel information available on the website <https://2020.carpentrycon.org/venue/>!! Look at the map Aleks made for the accommodation options. :DDD
- No Program sub-committee member present to update on keynote speakers
- **Update from staff/co-chairs**
 - Still looking at registration cost; have an estimate for budget "essentials" and plan for ticket pricing; budget committee will discuss further

CC2020 Task Force Call #25: November 26 at 17 UTC

Your local time: <https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+Task+Force+Call+%2325&iso=20191126T20&p1=170&ah=1>

Attending:

Jesse A Lambertson (notes) lambertson@uchicago.edu

Aleks

Anne

Elizabeth Wickes

Elizabeth Williams

Christina Koch

Sarah Stevens

Ouso (chairing)

Apologies:

Silvia

Jessica

Agenda

1. Updates from SCs
 1. Web/Outreach
 2. Budget
 3. Program
 4. Accessibility
 5. Communication
 6. Local
2. Co-chairs/Staff Updates
 1. New times
 2. Gratitude blog

Website/Outreach

- New site is up!!! <https://2020.carpentrycon.org/>
- To do: check site against screen readers, and other accessibility issues.
- Will "announce" in a week or so (slack / twitter / discuss / facebook / linkedin)
- Give any feedback you have to the Website and Outreach subcommittee by emailing them on carpentrycon-website_outreach@lists.carpentries.org

Notes:

1. Update from SCs
 1. Web/Outreach
 1. <https://2020.carpentrycon.org/>
 2. Aleks: website is up and running (asks that it be tested in different environments for accessibility and design, etc)
 3. send comments and requests for added content to the subcommittee e-mail address
 4. Good comments coming back from Carpentries staff
 2. Budget
 1. Sher: will be finalizing the sponsorship information (and the toolkit)
 2. next week, the letter and the instruction will be ready ('well on our way')
 3. Accessibility and registration rates are coming shortly
 4. CK: Asking if more price/cost estimates are needed
 5. EW: Says any information about \$ is helpful (make sure to e-mail the budget SC before anything is purchased)
 6. Sher: Reminds that swag is included in costs
 3. Program
 1. Sher: have closed the keynote speaker submission list
 2. Developed the letter for the keynote
 3. Rubric in development for sessions
 4. AnneFou: wants to know when the closing for sessions will happen (in order not to have too many sessions)
 5. Sher: The idea is that there will be multiple sessions running simultaneously potentially

6. CK: aware that Program has been the busiest and that the taskforce can help
4. Accessibility
 1. CK: Met last week, working on financial aid
 2. Want to get the financial aid form out super quickly (to get the results back to folks very soon after registration opens)
 3. Will ask for clarification of clarity of questions
 1. <https://docs.google.com/forms/d/135dXp0bSaB2hZJ0PCCbyRVb1vfz10wGeUw4WG3lVPIE/edit>
 4. Survey related to accessibility will also be sent out
5. Communication (and content)
 1. Ouso: Will discuss Sponsorship tier promotion in tomorrow's SC meeting
 2. T-Shirt design: <https://github.com/carpentries/conversations/issues/22>, <https://twitter.com/CarpentryCon/status/1199256101650391040>, <https://twitter.com/thecarpentries/status/1199250942522204160>
 3. AnneFou: asking about the logo, a CarpentryCon logo used maybe each year?
 4. CK: Clarified about how to distinguish the logos
 5. A-Z due 15th January
 6. Aleks: Will look for the 2018 A-Z list (<https://github.com/carpentries/carpentrycon/tree/master/CarpentryCon-2018>)
 7. CarpConn Manchester - <https://github.com/carpentries/carpentrycon/blob/master/CarpentryConnects/AtoZofCCMcr2019.md>
6. Local
 1. SS: Updates from hotels with reservations of blocks of rooms set aside
 2. waiting to hear back from dorms
 3. was told there would be rooms, but is wait to hear back from some folks
 4. CK: Sarah and Clare (Claire?) are working on this mostly
 5. A-Z list being discussed (see above, due 15 january 2020) :)
2. Co-chairs/Staff Updates
 1. New times: Will spread information on staggered meeting times soon
 2. Gratitude blog: https://docs.google.com/document/d/1z9b0MHJSGDDE4hXBEgtzsNxk8kt-ADAM4Qh_ypwRWFo/edit
 1. Ouso: The blog will be a comment place to highlight the staff work, and efforts within the subcommittees
 2. CK: Suggests one can 'nominate' a person who has contributed in a helpful way (to CK and Ouso)
 3. These suggestions are due on Dec 6
 4. Kudos from Ck and Ouso to the taskforce!

CC2020 Task Force Call #24: November 19 at 13 UTC

Your local time: <https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+Task+Force+Call+%2324&iso=20191119T17&p1=170&ah=1>

Attending

Sher!
Shaily
Christina
Silvia

Gabriel
Serah Rono
Ouso

Apologies

Anne (teaching)

Sarah (jumping in to host a discussion session so not sure I'll be able to join)

Agenda

Reviewing last week's notes / new updates:

Website

- New site is up!!! <https://2020.carpentrycon.org/>
- To do: check site against screen readers, and other accessibility issues.
- Will "announce" in a week or so (slack / twitter / discuss / facebook / linkedin)
- Give any feedback you have to the Website and Outreach subcommittee by emailing them on carpentrycon-website_outreach@lists.carpentries.org

Budget

- Sponsorship application:
 - Elizabeth, Tracy, Kari met last Friday to create a sponsorship application
 - Will be reviewed by the budget subcommittee + then presented to the task force
 - Also developing a sponsorship "kit"
- Cost estimation:
 - Ouso sent out an email

Program (see notes from last meeting)

- Community service event --> Sher will coordinate w/ Sarah and Christina (Sarah: sounds great, I think local instructors group might be able to come up with some ideas as well.)
 - > also need to think about a dinner before the conference (Sarah: I'm also thinking that we should have the local instructors plan different dinner options that folks can sign up for)

Communications (see notes from last meeting)

.....

Next Call TF Meeting #23 : November 12 at 17 UTC

Your local time: <https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+Task+Force+Call&iso=20191112T17&p1=1440&ah=1>

Attending:

- Silvia
- Sarah Stevens
- Ouso (Chairing)
- Cody (Taking notes)
- Aleks Nenadic

- Elizabeth Wickes
- Bianca Peterson
- Serah Rono
- Elizabeth Williams
- Mina
- Sher!

Apologies:

- Anne (Most likely not available at that time this week)
- Christina Koch
- Marco (again :()

Agenda

- Timeline confirmation
 - Make sure all sub-committees have confirmed their respective timelines i the doc, <https://docs.google.com/document/d/1P3MxoVUEk0HJu8X6qaeWGpbmYmm48Da1JVdE0u32MmY/edit#heading=h.nr5jtuct852>
 - - add tasks to Asana with due dates
 - - also cross check the whole doc to be sure to capture dependent tasks and be mindful of meeting dependent needs on time
 -
- Updates from subcommittees

Website/Outreach:

- Check your picture at <https://carpentries.github.io/cc2020/task-force/> and send us a new one if needed
- Sponsorship model is "live" <https://carpentries.github.io/cc2020/sponsorship/>
- Release dates for new website: this Friday 15th or next Monday 18th November
- Important dates
 - Close of the session proposal form: End of February(Feb 28th, 2020- Friday) ; evaluation in March (starting March 2nd) - acceptance of session proposals, end of March (March 31st)
 - Poster/lightning talk session form opening: With registration, mid Jan??
 - Poster/lightning talk session form closing: end of April
 - Financial aid:
 - - Feedback to move taskforce staff liaisons on website, below the volunteers
 - - Sarah S will update Session proposal tips blog post with updated session proposal dates

Budget:

- Working on the list of potential sponsors
- Drafting the letter for reaching out to potential sponsors; all TF to use it to solicit for sponsorship
- Reviewed the timeline
- Introducing the new member: Dan
- Drafting the form for approval to becoming a sponsor

Program:

- Busy with many things, including:
 - Refining rubric for accepting keynote speakers [due end Nov]
 - Added poster sessions back into program

[https://docs.google.com/spreadsheets/d/1AhnQUs2acSWsdg20B718wYllmuSUGgiyxDyPvm_tC0s/edit?usp=sharing]

- Any comments/suggestions/feedback welcome!
 - Removed one of the breakout sessions at the end of the day
 - Making poster session a scavenger hunt with QR codes to make it more fun and encourage participation

- Drafting form for lightning talk / poster submissions [due end Nov]: to be linked on the website (with registration)
- Drafting acceptance letter for keynote speakers [due end Nov]
- Will employ Sched - interactive platform for hosting agenda, can add surveys, attendance lists, etc.
- All dates for Program SC updated in timeline document:

<https://docs.google.com/document/d/1P3MxoVUEk0HJu8X6qaeWGpbmYmm48Da1JVdE0u32MmY/edit?usp=sharing>

- Talked about adding a Community Service event before/after the con; open to ideas, thoughts, +1 from TF

Communications/Content:

- Last meeting cancelled due to community calls
- Blog posted on tips for submitting a session proposal: kindly retweet; <https://carpentries.org/blog/2019/11/carpentrycon2020-proposals/>
- To initiate the hunt for the CC2020 Logo - approach the Carpentries community to submit logos
- Three accessibility forms the Accessibility subcomm shared with Communications; asking to merge them into one before sending out

Local:

Looking into food options

Requested holding small number of rooms at Union across the street from venue

Looking into other local accomodation venues;

Have a contract with the dorms that would include breakfast at the campus cafeteria

Jan: will recruit local volunteers at local instructor meetings

Question: do we include dorms' fees in registration? Or is it a separate process? Agreed to separate so people can choose on their own.

Accessibility:

- No meeting this week, no report at this time
- Next week biggest priority is the financial aid

Priority for next 2 weeks:

- Accessibility —> will plan some co-working sessions (Christina)
 - FinAid Process and application form
- Budget
 - `Verbiage for SC to share
 - Publish the blogpost for Sponsors
- Communications/Content

- Ask Community Members to design logo
 - Decide on perks
 - What are the requirements for creating design
- On-site
 - Cost of hotels/dorm/
- Programs
 - Poll out for Poster/Lighting
 - Keynote Rubric
- Website
 - Transition from old to new website
 - Get Sponsorship Model on website

Updates:

Meeting times (via Slack):

To accomodate all and be considerate of time zones, proposing that we have two time periods that alternate from week to week:

Tue at 1700 UTC (as it was this week - today)

Tue at 1400 UTC (as it will be in the next TF meeting, next week)

Are we doing both times each week or one time which switches each week? - one time which switches each week

Attend the one you can, but not compulsory to attend both

Also changing to have a weekly meeting, but knowing that not everyone can make it to each meeting

This is a pilot - testing to see if it will work better.

Voluntary co-working hours for CarpentryCon work: idea to put time on calendars that is available to all on TF, to be accountable to working together (no strings)

- Could be shared Zoom room, or just on Slack
- Christina and Elizabeth are trying this on Wed/14th at 4pm Pacific - join if you can!
- Request for someone to make recurring Google invites - Sher sent out two event invites, she can update email list

.....

Next Call TF Meeting #22 : October 29th, 2019 at 17 UTC

17pm GMT (San Francisco Tue 10:00, Thessaloniki Tue 20:00, Melbourne, Wed 03:00)

Your local time: <https://bit.ly/2qyzpRx>

Attending:

- Ouso (chairing)
- Cody Hennesy (can take notes in Jesse's absence)
- Mina
- Anne
- Aleks, Fotis and Sher joined one hour too late :-(

Apologies:

- Sarah Stevens
- Christina Koch
- (also Jesse, our note-taker)
- Silvia (sorry last minute problem)

- Marco (very sorry, but I can not make it today)

Agenda:

Community Call --> <https://pad.carpentries.org/CC2020-communitycall-agenda>

- Blog post and Twitter up this morning, going out in tomorrow's newsletter about the comm call. Will also go out on Slack, LinkedIn and Topic box.
- Breakout questions from SCs (depends on number of attendees, best to have fewer questions)
 - What sessions would you like to see at CarpentryCon2020?
 - What sessions would you like to present at CarpentryCon2020?
 - Should we keep posters in the schedule?
- Times: Wed, Nov 6 7am EST (noon GMT/UTC - <https://www.timeanddate.com/worldclock/fixedtime.html?msg=CarpentryCon+2020+Update+Community+Call+1&iso=20191106T12&p1=1440>), 3pm EST (8pm GMT/UTC - <https://www.timeanddate.com/worldclock/fixedtime.html?msg=CarpentryCon+2020+Update+Community+Call+2&iso=20191106T20&p1=%3A>) - to capture global community, especially west coast and Australia
- Agenda
 - Draft agenda is on the CC etherpad - it's quite full. Will focus on asking questions
 - Will discuss whether or not to include poster sessions.
 - Still need to add calls to action: accessibility form (will launch Nov 8)
- Poll for TF member attendance Nov 6 community calls:
 - 7am (EST):
 - Sarah Stevens can attend this one but a co-host would be really great since it is pretty early for me.
 - 3pm (EST): Cody can take notes;
 - Elizabeth can attend this one!
- Which session will be recorded?
 - It's a good way to get the word out; it's possible for attendees to turn their video off and chat their comments.

Timeline Review

- Document from Sher!
<https://docs.google.com/document/d/1P3MxoVUEk0HJu8X6qaeWGpbmYmm48Da1JVdE0u32MmY/edit#heading=h.nr5jtuct852>
 - Open for subcommittees.
 - Take a look and give feedback on the Timeline by Monday, end of day, Nov 4:
 - Feedback needed on: if the tasks are feasible, if there's anything missing, if they need more help.
 - We need to remind people to update the subcommittee membership (Anne will do this)
 - What tasks are dependent upon each other
 - Once it's done, it will be added to Asana
- Pick date to close
 - Keynote form: plenty of suggestions have come in already (24), so we can close it now. Serah closed this form.
 - Session form: close it after the community call, to solicit more proposals. Close it Friday, Nov 15.

Sub-committee updates

- Communications/Content
 - Recently merged Communications and Content - still figuring out a good meeting time for all
 - Final decision on hashtag: #CarpentryCon2020Madison
 - In preparation: blog about "how to write session proposals" - this should be out before the Community call, Monday ideally
 - Spreadsheet for Comms messages:
<https://docs.google.com/spreadsheets/d/16fdEfFspydCOrYDmw-CYehGynGlcYxaQOhFkqbQjKVM/edit#gid=0>
- Accessibility
 - Working on financial aid application
 - Message/form they want to put out: "for anyone planning to attend, let us know your needs" (e.g., dietary, childcare, accessibility)
- Local hosts
 - Straw poll: for the dorm housing contract, include breakfast? I think this would be a dining hall style breakfast.
 - Question for the Local hosts group: are alternative dining options nearby? Affordable? There are other places for breakfast. The dining hall is likely the most affordable (~\$7/day) for breakfast but there are a variety of places and prices. The other food options are mostly in the opposite direction of the conference venue from the dorm but are within about a half mile.
 - Yes: +1
 - No:
- Budget
 - Sponsors suggestions:
<https://docs.google.com/spreadsheets/d/1ILfCFXUwcG5vWeHFWdcUv5syIbKS8zHV1xMZd9zFupc/edit#gid=0>
 - Budget was approved
- Web/Outreach
 - New website is nearly ready (<https://carpentries.github.io/cc2020/>); waiting for a few issues - should be up next week.
 - Need to confirm subcommittee memberships: we still want to people to add their names on this Etherpad (below)
 - Need to confirm some specific dates still (Aleks is working on it) - they're currently placeholder dates for some CFP timeline items

Upcoming priorities

- Accessibility
 - FinAid Process and application form
- Budget
 - `Verbiage for SC to share
 - Publish the blogpost for Sponsors
- Communications/Content
 - Push Blog post
- Programs
 - Poll out for Poster/Lighting
 - Keynote Rubric and

- Website/Outreach
 - Transition from old to new website
 - Get up to date subcommittee members (updates to be done in this pad starting line 174)
 - Get Sponsorship Model on website

Action points:

Serah - will look into call to action for Accessibility form
 TF members should add their names to the poll for Community Calls on this etherpad
 Subcommittees should look at the Timeline Review by Monday, Nov 4.
 Anne will email to remind everyone to update subcommittee membership lists
 Ouso will follow up with Bianca about the rubric for keynote speakers

From Christina's follow-up email to our last meeting:

Optional recommendation if you have 10 free minutes: make a list of 4-5 people in the Carpentries that you know/respect/admire. Write them a short email about something they do well, asking them to consider proposing a session at Carpentry Con and link the form. For example, I might write to Sarah S.:
Hi Sarah, I've always admired your ability to connect people together and I know you've started several different community groups at UW Madison. Would you be willing to share at Carpentry Con about your experience in organizing science and programming study groups?

Next Call TF Meeting #21 : October 15th, 2019 at 17 UTC

17pm GMT (San Francisco Tue 10:00, Thessaloniki Tue 20:00, Melbourne, Wed 03:00)

Your local time: <https://qrqo.page.link/nAkXM>

Attending

Christina Koch (chairing)
 Sher!
 Silvia
 Aleks N
 Elizabeth Wickes
 Sarah Stevens
 Marco
 Elizabeth Williams
 Serah Rono

Apologies:

Anne
 Bianca (vacation)
 Gabriel (having a class)people
 Shaily Gandhi
 MINA
 Ouso (Internet issues)

Agenda:

CarpentryCon Emails: (Sher!)

- Please be sure to use the email that you have affiliated with TopicBox when sending emails. Otherwise it will need to get approved and may not go out immediately

Slack Channel Sher)

- Please be sure your name is listed at the top of this etherpad (beginning at line 32)
- Everyone please add your slack username if you use slack

Updating Subcommittee List (Please put you name beneath the subcommittee): Sher!

- Accessibility
 - Christina Koch
 - Silvia
 - Sher!
 - Gabriel
 -
 -
- Budget
 - Silvia
 - Elizabeth Williams
 - Ouso
 - Anne
 - Sher!
 - Jessica
- Communications/Content
 - Aleksandra Nenadic
 - Sarah Stevens
 - Ouso
 - MINA
 - Cody Hennesy (recent addition :)
 - Bianca Peterson
 - Marco
 - Gabriel
 -
 -
- Programs
 - Sarah Stevens
 - Silvia
 - Elizabeth Wickes
 - Bianca Peterson
 - Sher!
 - Marco
 - Jessica
 - Rohit
- Website
 - Aleksandra Nenadic
 - Sarah Stevens
 - MINA
 - Anne

- Bianca Peterson
- Rohit
-
- Local/Site Hosts
 - Christina Koch
 - Sarah Stevens
- CoC: Malvika is happy to supply materials for CoC facilitations, maybe more important closer to the event (feel free to get in touch whenever necessary)

Business for the whole taskforce

- Rescheduling community call for November
 - ACTION: new time poll: <http://whenisgood.net/wny5mh7>
 - ACTION: Creating an agenda:
 - Use breakout rooms to have small group discussions, prepare questions for people to discuss
 - Subcommittee leads communicate to Christina/Ouso things that we want to cover
 - ACTION: Christina will create an etherpad to draft the agenda and call for input
 - Will have a blog post announcing
 - Community call will be surrounded w/ publicity.
- Agenda

Other subcommittee updates

- Accessibility
- Budget
 - Need more help - will put out a call for more members
 - Someone wrote to the TF asking to help - and then we weren't ready to add individuals at the time
 - How can we add this person?
 - Silvia will reach out to that person to see if they will join the budget committee
 - Can also post to slack/discuss
 - ACTION: Christina Onboarding - join the right slacks/ get access to google drive / added to the right email lists
- Communications
- Content/Publishing
- Program
 - Draft Program:

https://docs.google.com/spreadsheets/d/1AhnQUs2acSWsdg20B718wYllmuSUGgiyxDyPym_tC0s/edit#gid=522050893
 - Poster Sessions ? Should we keep these or remove them?
 - Hard to find time for the Poster sessions
 - Lightning talks were more popular in 2018
 - No printing (\$\$, time, paper)
 - Not having to travel internationally with poster
 - Informal Poll (+1's please):
 - Remove posters: +1
 - Keep posters:
 - Concern about needing posters for folks to get \$\$ from departments for travel? But maybe these folks can submit for lightning talks instead?

- Is a lightning talk session comparable to poster for getting funding?
 - Might depend on the department?
 - Not as explicitly funded from E. Wickes dept
- Times for poster session
 - During lunch?
 - During breaks?
 - Worried that the poster presenters won't have time to eat or take breaks
- CarpentryConnect Manchester - ~ 8 submissions, ~4 people who brought posters
- Maybe need to couple with networking and socializing
- Maybe 3 min lightning talks instead of 2 min?
- Sher suggestion: What if we did a lightning session/poster talk? 1st half lightning talks and then 2nd half posters? (let me know if I got this right?)
 - Only have 30 minutes for lightning talks right now, might have to rearrange to do this
- Q Marco: How many lightning talks would we have? 30?
 - Maybe put these both together as Sher! suggested?
- Discuss again with the Program subcommittee in meeting next week?
- Q Christina: Do you think not having posters will affect many people? Re: CV, funding requests
 - Silvia: Not sure this would be a problem for me, when I submitted for poster, lightning talk was a bit more prestigious
 - Elizabeth Wicks: Maybe go with plan to see what people submit. You can submit a poster but warning people that posters might be transitioned to lightning talk if we don't get a lot of poster submissions
 - Ask people we thinking might have a strong opinion to get more points of view?
 - Christina: maybe I'll tweet about it?
- Please RT the tweet with form about submissions:
 - <https://twitter.com/CarpentryCon/status/1182581994242367488>
- Website
 - New website under construction, preview: <https://carpentries.github.io/cc2020/>
 - Plan is to have it ready by 8th November with interim review on 25th October
 - Working on migrating the content and info about venue to this site
 - including photos and info about cctf - watch out for email about this
 - ACTION: Issues and suggestions welcome email full carpentries task force list: carpentrycon@lists.carpentries.org
 - Christina recruited someone local to start working on content
 - Need to get call for keynotes and call for submissions on website too
 - When does call for keynotes end? - Almost closed so don't need to include
 - Submissions?
- Local/Site
 - Put in request for dorm rooms
 - Put in request for hotel rooms at the student union hotel across the street from the venue
 - Waiting on more hotel info to block 2nd hotel
 - Scholarship enactment
 - Make sure they are okay with Carpentries calling and booking sets of rooms
- Marco: Mentoring groups showcase that starts in 2 hrs (from start of this meeting)
- Merging Comms and Content committee
 - Lots of overlap between these groups and difficult to find overlapping times for Content

committee

- Will meet at the same time as comms subcommittee currently meets
- Comms meets fortnightly on opposite weeks of the cctf meeting on Wednesdays at 4pm UTC

Next Call (TF Meeting #20) : October 1st, 2019 at 17 UTC

17pm GMT (San Francisco Tue 10:00, Thessaloniki Tue 20:00, Melbourne, Wed 03:00)

Time and date link: [https://www.timeanddate.com/worldclock/fixedtime.html?](https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+Meeting&iso=20191001T17&p1=1440)

[msg=CC2020+Meeting&iso=20191001T17&p1=1440](https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+Meeting&iso=20191001T17&p1=1440)

Attending

- Christina
- Aleks Nenadic
- Elizabeth Wickes
- Marco
- Elizabeth Williams
- Fotis Psomopoulos
- Bianca Peterson
- Sher!
- Ouso (A bit late though)
- Serah
- Mina(here NOT in ZOOM)
- Rohit Goswami
- Gabriel
- Anne (very late...)

Apologies

- Shaily Gandhi
- Sarah Stevens (monthly meeting at this time)

Agenda

New members

Timeline Reminder

- Community call in 2-3 weeks (discuss below)
- Registration goes live in January

- If you need/want help in planning action items, let us (Ouso, Christina, Sher, Serah) know

Tweets

- all committees should be thinking about tweets to drum up interest/communicate things
- Communications contact person:
- Committee contact people

Community Call Planning

- Choose dates - sometime between Oct 15 - 21
- Suggest talking points / community updates
- calls to action
- Volunteer for communication:
 - Blog post
 - Tweets
 - Emails
 - Slack

Subcommittee Updates

1. Budget
 1. Sponsorship Model will be reviewed by the Sponsorship Taskforce. Will be ready to release next week
2. Communication
3. Accessibility
 1. Planning to send out accessibility surveys
 2. Working on financial aid process
4. Program
 1. Proposed keynote speakers:
https://docs.google.com/spreadsheets/d/1fEy1q77OKxeD9ei4MVmS4_d0fJGm2AfOqQ4q7U6ocpA/edit?usp=sharing
 1. 7 proposed speakers, all women!
 2. Still looking for a co-chair - Rohit + Elizabeth
 3. Next: Silvia to create a poll to ask if people are interested in teaching skill-up / workshop / breakout
5. Web
 1. Redesign website (have several separate sections to ease navigation and facilitate integration of new topics). Serah has a proposal.
 2. Clarify and communicate to all subcommittees how to interact with the Web committee to get new information online in the new redesigned website - Serah to write CONTRIBUTING.md guide.
 3. We will discuss the new design soon, at the very latest on the next website subcommittee meeting on 11 October and then share with everyone for feedback

We have identified two ways:

Ask Web subcommittee to add new content:

- a) send request to Web subcommittee by writing an issue (<https://github.com/carpentrycon/carpentrycon2020/issues/new>) and share content via a google doc document
- b) Web subcommittee add content to a fork repository and ask for feedback to the requestor

c) Publish content on the website once agreed with requestors.

A subcommittee create new content itself:

- a) Create an issue (<https://github.com/carpentrycon/carpentrycon2020/issues/new>)
- b) Fork the web repo (<https://github.com/carpentrycon/carpentrycon2020>)
- b) generate content in the fork and create a pull request when ready
- c) Web subcommittee review changes and publish when ready

1. Publishing (Content)

- 1. Using sched.com for writing the program (not sure it is here or in the web section!).

Notes (Jesse A Lambertson) - lambertson@uchicago.edu

announcements (welcome Rohit)

Agenda:

Timeline reminder (mid january registration go-live!)

- > Community call in 2-3 weeks
 - 1. 2 in october (attend 1)
 - 2. end of the week
 - 3. CK will send a time availability list soon
 - 4. Goal is to update the whole community and ask for feedback and volunteers
 - a. Serah (suggest giving the timeline and expectations to build excitement, etc) as an agenda item for that community call
 - b. Fotis (really emphasizing the coming CarpentryCon (ie, this is getting real)
 - c. Rohit (asking about the nature of the con content) and twitter content - increasing number of tweets as CC gets closer
 - d. Bianca (really does not want to give too much info away too soon - but to generally promote the event and the basic tracks available
 - e. CK suggests a blog post and tweets (and slack) go out to promote the community call (Rohit will help with the blog post, Elizabeth and Bianca will help review, CK and Ouso will push to slack once blog post is written
 - f. use scheduled tweets (CK) - suggests a subcommittee to use twitter to promote individual parts of the event and the call
 - g. there is an official CC twitter handle (and CK suggests using some means to put that content together in a spreadsheet of all communications)
 - h. Serah updated about who can use the communication spreadsheet that only specific folks get access to that (there should be a point of contact in order to add possible content to that spreadsheet)
 - i. kari Jordan handled facebook posting (from Bianca)
- > Update from Sher!:
 - 1. suggests that whomever wants to push content to carpcon on facebook that that one coms contant take care of that so kari does not bombarded with requests from a bunch of folks
 - 2, Serah also supports the single point of contact structure

Subcommittee Updates

- > Budget
 - 1.
- > Communication
- > Accessibility

- 1. Childcare?
- > Program
 - 1. There are more folks on this subcommittee now (Rohit being one)
 - 2. CK asks about update on keynote
 - 3. Bianca: pushed out some requests to the community and has received 7 responses (curious about representation of keynote speakers)
 - 4. The call is out but the next step is to get the actual work from the keynotes
 - 5. Elizabeth Williams (suggests it is okay to have all women speakers)
 - 6. CK advocating for diversity
 - 7. OUsO suggests the proposals should be worked with and it will be organic then
 - 8. Serah suggests to keep using all communication channels for keynote requests
 - 9. Asks about rubric how to pick the keynote
 - 10. But there will also be travel issues with possible keynotes (challenges of business in India)
 - 11. Fotis: comment on possible skype keynote (speaker in the room will be easier to make and keep contact through the event)
 - 12. Fotis: theme determines (in part) keynote picks
 - 13. CK suggests we should put together a rubric to take this next step
 - 14. CK, responding to Bianca's question about keynote timing, that the form should be closed at the time of the community call
 - 15. Aleksandra makes a point to request permission to record the keynote
 - 16 Marco (asks if the keynote should be finalized at registration)
 - 17. CK says yes
 - 18. Ouso says we need the keynotes finalized very soon after the community call
- > Web & outreach
 - 1. Aleks suggested opening more pages on the conference page rather than just use a single webpage
 - 2. 11th is the next web/outreach meeting
 - 3. Something will be available to share very soon after the 11th
 - 4. Serah wants a more concrete timeline based on the 11th meeting
 - 5. Aleks: new website should be live in nov. (an improvement)
 - 6. Annefou suggests we wait to talk about sharing content until the website gets more final
 - 7. use docs to write up content in advance
- > Sponsorship model is being reviewed (CK)
- > Content subcommittee is finding it challenging to meet
- // Bianca: Asks: who is the communication point person (wants to push a new wave of keynote requests etc)
- Answer; Serah will take that position as point person
- CK: Says congrats on all the work and thank you

Action Items:

- set community call time (Christina)
- write blog post about community call (Rohit, w/ help from Bianca + Elizabeth Wickes)
- plan communications (everyone, w/ Serah as point person)
- come up with keynote rubric / ranking (Program subcommittee)
- onboard new program subcommittee chairs (Christina or Ouso)
- generate community call agenda from these notes (Christina or Ouso or Sher)

Next Call (TF Meeting #19) : Sep 17th, 2019 at 17 UTC

17pm GMT (San Francisco Tue 10:00, Thessaloniki Tue 20:00, Melbourne, Wed 03:00)

Time and date link: <http://tiny.cc/5as5bz>

Attending

- Sarah Stevens
- Silvia
- Sher!
- Aleks Nenadic
- Ouso (Chairing)
- Marco
- Gabriel
- Christina Koch
- Jessica
- Bianca
- Elizabeth

Apologies

Shaily : Travelling

MINA

Anne Fouilloux (Traveling)

Agenda

Subcommittee Updates

1. Budget

https://docs.google.com/document/d/1t-cs6TdWZBGstM_RaF6nR04qcwmtN56Eb1Z2_n3zvR8/edit#heading=h.z3l7m0a6vc2n

1. Communication

2. Accessibility

- Still researching options for various accessibility items related to venue/program (captions, childcare)
- Planning to make forms and work w/ communications team about getting feedback about accessibility
- Financial aid process is our next priority

6. Program

https://docs.google.com/spreadsheets/d/1AhnQUs2acSWsdg20B718wYllmuSUGgiyxDyPvm_tC0s/edit

1. Web (Aleks or Sarah) - link to notes from website/outreach meeting

(<https://docs.google.com/document/d/1xhSu6V449q5pau458AqXuJb1KfLlLD6YOJmxIAA6Vfk/edit?pli=1>)

- Schedule application (budget and program) - <https://sched.com/>
- Who will implement the programme - programme or website or content subcommittee or a shared task?
- Website improvements (removed individual contact details - all comm will go via the

conference email address carpentrycon@carpentries.org and people will pick stuff that falls into their remit)

2. Publishing (Content)

Timeline (Sher!)

- January 15th Hard Date
 - Registration
 - Logo
 - Housing
- Want to keep momentum going things to do between now and then
 - Community Call - October
 - Tweets from subcommittees asking community to engage with the TF. Forms should be short and consist 3-5 questions max
 - Accessibility
 - Bringing Children
 - Food
 - Financial Aid
 - Programs
 - Interested in teaching
 - Social activities interested in
 - Budget
 - Sponsors we can reach out to
 - Encouraging people to sponsor
 - Publishing
 - Ideas for the logo
 - Must work with the Communications SC to ensure we are spreading this out overtime and not overloading ppl

Notes (Rohit Goswami, rohit.goswami@aol.com) :

Subcommittee Updates

Budget

(Silvia) Solicited comments on the sponsorship document (listed on the etherpad). The venue will be dealt with by (Elizabeth) *currently, I am only putting a deposit down on the conference dinner venue (not the entire conference venue space)

(Sheraaron) Everyone on the task force should review the sponsorship and mention comments, though the draft listed is almost finalized. Silence will be counted as assent. Promotion of sponsors will begin with a blog post next week.

(Ouso) Query regarding the blog-post (sheraaron) It's written, and mostly complete, save for minor edits.

(Silvia) Question about the sponsorship people being on the website. (Sheraaron) Turn around of the website, i.e., how quickly can requests to the website team be fulfilled

(aleksandra) Typically, email communication is preferred, and the turn around will be one day. Urgent communication can be established by a slack poke. If people have access (or simply open a pull request) then it is best to make changes directly. Again, without write-access, PRs need to be approved, typically via Slack.

(Christina) Question for the communications subcommittee. General updates requested.

(bianca) Bi-weekly tweets were discussed. Everyone on the task-force ought to volunteer for one tweet

a month, and if the rest retweets that, it should be sufficient to cover the twelve months. The subcommittee members will of course tweet more often, but everyone is requested to send whatever they wish to be tweeted to the subcommittee.

(sheraaron) The subcommittees should be encouraged to tweet their own work, or to get out survey links. Everyone should work in tandem with the communications subcommittee, especially to pin down a viable timeline so no one feels overburdened.

(bianca) There are the tweets, blogs, newsletters and other avenues. A document should be set up to schedule the content to prevent people from being overloaded.

(sheraaton) Suggests that the subcommittee chairs could be requested to be responsible for updating the document. This would limit the number of people on the document.

(bianca) Clarifies that the subcommittee needs to be emailed for the blog posts and other content to be distributed

(Christina) Accessibility will be mainly dealt with in the next meeting. Surveys, with a focus on child-care. The committee (led by Christina?) has also been tasked with financial aid, so some more people will be reached out to.

Updates on the program

(Bianca) Since Saatesj has stepped down, people are still needed. Question. Should the whole task-force give inputs or should only the dedicated sub-committee handle the inputs for the program. Belinda (?) suggested that the sponsors be given a ten minutes in between lectures

(Elizabeth) Currently only 5 minutes have been given to the Peta level sponsors.

(Bianca) Query about the keynotes : 45 min +5 min questions or 60 min or 55 min + 5 min.

(aleksandra) from experience, 60min is too long, 40+5 or 45+5 is a better split

(bianca) 40min+5min with the rest for questions

(sheraaron) Do not be tied down to the historical schedule of the past conferences, set whatever timeline suits *this* committee best.

(christina) The poster session is on the second day, since people are tired on the first. The conference dinner might be held on the second day if that's more feasible. 4 keynotes might be a bit much, but if there are 4 great speakers it's fine

(aleksandra) Second day dinner would be fine, since it is a three day conference. People liked longer breaks. Some time to refocus, or contemplate what they have learnt. Some people also suggested mandatory outside breaks, like maybe a picture outside. Too many parallel sessions were held. The program committee should try to account for these constraints.

(sheraaron) +1 for the longer breaks. Depending on the number of people, for parallel sessions, we might have repeats. Poster sessions during the coffee break would be good too.

(elizabeth) +1 for longer coffee breaks + the poster sessions, on the first day especially (due to travel fatigue)

(aleksandra) Lightning talks before the poster session, which allowed some (?) of the poster presenters give a bit of background

(sheraaron) Timing. First day ought to be shorter.

(Bianca) Poster sessions during the coffee breaks is good. Maybe wine and finger foods then too? The lightning talk would let people figure out if they want to know more about the poster in the first place.

(Elizabeth) The alcohol is a bad idea typically. Not only because of licensing, but also because people might behave inappropriately. Non-alcoholic beverages would be much better.

(aleksandra) +1 for no alcohol. It is better to be safe.

(christina) In wisconsin beer wouldn't be a problem, but then it would be up to the community.

(sheraaron) Evening reception at a community event.

(aleksandra) The welcome drink was forgotten so complimentary champaign was offered, but was not provided. There were drink tokens which could be used for alcoholic or non-alcoholic drinks, and there was also a bar. It might be ok during dinner but the committee should decide.

(marco) Suggests maybe for the dinner there might be a bar, but maybe not during the event itself.

(christina) Will hand this over to the accessibility subcommittee to solicit opinions more coherently

(marco) Maybe recording the talks would fix the parallel session issue, if there is enough infrastructure

(sarah) The venue can do recording but it's 60\$ an hour, so only the keynote sessions have been budgeted for

(elizabeth) Also included in the sponsorship model. There is live streaming as an option. So depending on the level of funding it would be an option.

(sarah) They offer live-streaming but not very well. They struggled to coordinate it for a previous conference.

(elizabeth) Maybe an external contractor

(ouso) Question regarding the program. Particularly

(bianca) Call for keynote speakers would be put out next week. A poll has been sent out to the rest of the committee. The plan is that for the next week, keynote sessions, labs, etc. for the rest of the sessions will be determined.

(ouso) Have the tracks been identified?

(bianca) Not yet, it is still open to reviews. Though the committee can go their own way, there are aspects which need to be retained because they work well. It is still a draft for the next few months though.

(sarah) Suggests Sched, a scheduling application to directly embed into the website. The Sched service has an app as well. 250\$ per event for non-profits.

(aleksandra) Suggests an email-list be set up to contact each subcommittee. Also, who would set Sched up and control it?

(christina) Recruit someone from the community for this, atleast for the initial set up

(aleksandra) Should be ok, looks friendly (GUI)

(christina) Would be ok, requests suggestions or objections to shed.

(aleksandra) Inigo (?)

(bianca) Conf2, but Shed looks nicer

(ouso) People from the community can be picked out with Christina

(bianca) Personal (email) contact. The question was on 2021.

(sheraaron) Will work with bianca.

(ouso) The budget subcommittee has a draft of the form for fund requisition.

(sheraaron) Discussion on the timeline. Staff, liasons, taskforce. The timeline has been established, and in a gist, the hard deadline is January 15th. This means everything needs to be ready by then, so the subcommittees should set everything by that hard deadline. There might be a community call in October. Then they can talk about CarpentryCon and ask some questions which need to be polled. The community should be engaged, to ensure that they can attend as well. The tweets ought to be the medium to make the subcommittees keep their communities engaged, but also to deal with logistical questions, like sponsors, number of children, vegetarians, etc. Praised momentum. Once the drafts are done, then ordering and finalization will be ok. Tweets, blog posts, slack (#general) and other avenues of communication. If the hard deadlines are not hit, then there ought to be more communication in the subcommittee.

(marco) Asana, Google calendar, etc. There are too many tools. The software stack should be limited, or severely curbed.

(bianca) The community has no access to say, Asana.

(aleksandra) The calls which go out is useful via Asana.

(marco) Personally does not use this but has seen the notifications

(ouso) Formally closes the meeting, with thanks.

(all) Thanked the note taker too.

END.

Next Call TF Meeting #18 : September 3, 2019 at 17 UTC

17pm GMT (San Francisco Tue 10:00, Thessaloniki Tue 20:00, Melbourne, Wed 03:00)

<https://www.timeanddate.com/worldclock/fixedtime.html?msg=CC2020+Call&iso=20190903T17&p1=%3A&ah=1>

Attending

- Christina Koch (chairing)
- Jesse Lambertson (note taker) lambertson@uchicago.edu
- Ouso
- Elizabeth Williams (mostly listening in/available to answer questions)
- Mina
- Sher!
- Shaily Gandhi
- Jessica Upani

Apologies

- Anne Fouilloux (I am attending a conference this week)
- Sateesh Peri (have thesis committee meeting)
- Marco:
- Sarah - sorry I have a meeting that requires my facilitation at this time but only once a month
- Gabriel (Just finished teaching at a Library Carpentry workshop)
- Silvia

Agenda

Sub-Committee reports for the taskforce

- Accessibility
 - Researching childcare, captioning, food options, access to building, etc. No input needed from the task force right now!
- Budget
- Communications
- Content
 - Lacking a co-chair, needs discussion
- Program
- Web/outreach
- Venue

Sub-Committee action items

- Accessibility
 - Continue research
 - Produce public version of accessibility plan for community review (and communication to task force)
- Budget
- Communications
- Content
- Program

- Web/outreach
 - Updated website with theme and location (see <https://2020.carpentrycon.org/>)
 - Finalized members of subcommittee
 - Wait for sponsorship model (from budget committee) to publish
- Venue
 - Try to finalize venue commitments (reservation, costs + accessibility) by mid-September

Notes:

Subcommittee reports:

- 1. Accessibility
 - a. Researching childcare, captioning, food options, access to building, etc. No input needed from the task force right now!
 - b. Met last week (gathered research of list for options (venue, captioning))
- 2 Budget
 - a. Refining the sponsorship model
 - b. the last meeting was smaller
 - c. Assigning the parts to tiers and ala carte sponsor info
 - d. determine how to communicate clearly to sponsors, etc
 - e. Christina Koch (suggests it will be helpful to deliver costs estimates as we go) Got affirmed yes(es)
 - f. Elizabeth Williams wants to make sure the budget subcommittee gets all relevant communication (which will also help other subcommittees get updates on status)
- 3. Communications
 - a. Last meeting dealt with the hashtag #carpentrycon2020 **or** #carpentrycon2020US or #carpentryconUS2020
 - b. Shaily suggests the location in the hashtag would show the conference is going international more and more
 - c. SherAaron suggests there could be more than one hashtag (but that this could help separate each conference by year so that analytics could use each year to break down interactions)
 - d. Ouso asks if perhaps a hashtag that contains a local location might confuse the global meeting with a local meeting
 - e. Should the location be abbreviated? (questions)
 - f. SherAaron suggests the location is helpful for memory
- 4. Content
 - Lacking a co-chair, needs discussion
 - a. Ouso asks if anyone present might be able to take a lead of this subcommittee
 - b. SherAaron says she might take Content as lead (if no one else steps up)
 - c. Talks about opening up to folks in the wider community who might want to join this subcommittee - as opposed to have to join the whole task force
 - d. Shaily asks if a letter could be produced that says this person is on this task force (for their respective institutions) I (Anne) have written a draft but I do not know how to share it.
 - e. Elizabeth Williams says she could draft a template for this
 - f.
- 5. Program
 - a. Christina Koch says Saatesh is busy this fall

- b. SherAaron says the groups needs a better meeting time
- c. Also that ideas might come over from accesinility that could change the program drastically
- 6. Web/outreach
 - a. Christina Koch suggests routinely checking the website for accessibility
 - b. <http://carpentrycon.org/> (CarpentryCon 2020 website is <https://2020.carpentrycon.org/>)
- 7. Venue
 - a. CK will take pictures and send them (perhaps)
 - b. <https://discovery.wisc.edu/>; <https://union.wisc.edu/host-your-event/spaces-and-facilities/memorial-union/great-hall/>
 - c. Goal is to have a good handle on reservation process to get the dates by the end of September
 - d. Also food options

SherAaron suggests the task force stay on top of the range of committments of members so all tasks are finalized and followed-up on in a timely manner

Subcommittee Action Items

Action items:

1. Accessibility : Costs / Write up in december for feedback
2. Communications will take back hashtag ideas to the subcommittee
3. Christina/Ouso check in w/ sub-committees, esp.
 - Website --> confirm process to put things online
 - Program --> help get started, perhaps via email
4. Recruit Content co-chair -- if we can't find internally, maybe recruit some people
5. Follow-up email from Christina
 - Content co-chair recruitment
 - Venue info
 - Reminder to email budget sub-committee about *anything* money related
 - if you need a letter saying you're working on this, let sher/elizabeth know

Next Call TF Meeting #17 : August 20th, 2019 at 17 UTC

17pm GMT (San Francisco Tue 10:00, Thessaloniki Tue 20:00, Melbourne, Wed 03:00)

<https://www.timeanddate.com/worldclock/meetingdetails.html?year=2019&month=8&day=20&hour=17&min=0&sec=0&p1=152&p2=170&p3=56&p4=136&p5=179&p6=137>

Attending

- Ouso (Chairing)
- Marco (I am in late! I will join)
- Silvia
- Shaily
- Sateesh
- Jesse Lambertson (note taker)
- Gabriel
- Sarah
- Bianca

- Elizabeth (Asana updater!)
- Jessica
- Anne

Apologies

- Mina

Agenda

Using Asana as a project management tool

<https://app.asana.com/0/1136380896160004/list>

Subcommittee Roles Document Review: <https://docs.google.com/document/d/1Rjgp3E7T8SXR-oOLTUXL6H7F5dVVsjL210x69jhJkk8/edit#>

Sub-committee reports for the taskforce. These should be topics that a sub-committee is actively working on that require feedback from the entire task force.

- Budget: Sponsorship model for approval
https://docs.google.com/document/d/1dNlVMkCEWrthtPoV72v773_X1b3_HaCRXI07SSziy8c/edit

Sub-committee next steps. Each co-chair should identify three actions to be accomplished by the next task force meeting.

- Accessibility
 - Schedule a sub-committee meeting sometime this or next week.
 - Finalize accessibility checklist/tasks
 - Draft accessibility plan for community review
 - Assign/delegate immediate priorities
 - Next meeting: report back on what tasks we're working on.
- Budget
 - Final approval of sponsorship model
 - Get sponsorship model up on website
 - Get blog post out calling for sponsorships and introducing sponsorship model
 - Create information packet for potential sponsors and draft emails for Budget Subcommittee to reach out to potential sponsors
- Communications
 - (Ouso filling in for Mina)
 - New co-chair Shaily! yay!
- Content
 - Create Style Guide
 - Create logo style
- Program
 - Program planning sheet:
https://docs.google.com/spreadsheets/d/1AhnQUs2acSWsdg20B718wYllmuSUGgiyxDyPvm_tC0s/edit#gid=1233443921
 - Schedule a sub-committee meeting sometime this or next week
 - Walk-through draft program & identify tracks

- Keynote speakers?
- Web / Outreach
 - to be finalized (website): suggested changes for adding theme and location (pending pull request)
 - update members of subcommittees (please fill an issue or make a pull request if we still miss members or need to remove some names)
 - develop strategies that advocate for environmental sustainability at the conference
 - Add information about sponsorships on the CarpentryCon 2020 website.

Other action items

- Re-confirm committee members in sub-committees

<https://docs.google.com/document/d/1Rjgp3E7T8SXR-oOLTUXL6H7F5dVVsjL210x69jhJkk8/edit#>

Minutes / Notes (**Jesse Lambertson**): lambertson@uchicago.edu

1. Asana (update and information) - **Sher Hurt**

- a. version control for event planning
- b. Identify all tasks for day-to-day projects
- c. Lists all the setup and organization needed in Asana (and has work set aside for committees and subcommittees)
- d. Builds a project management layer on top of the threads that have been keyed into the etherpad (but will be an overview for all projects - to keep things in order)
 - i. comments: Elizabeth Williams +1
 - ii. suggests there be a subcommittee liaison to make sure everyone knows how to use Asana (to keep info up to date)
 - iii. suggests each person sets up their e-mail to get communication from Asana instead of logging in to view.
 - iv. Asana updater (a process by which someone commits to adding appropriate Asana info after each task force meeting)
- e. Sher reiterates those efforts and the values it adds
- f. there is a free version being used right now (there are more people than there are slots in the free version)
 - i. Christina Koch says we will find a way to figure out how to best use Asana

2. Subcommittee (roles)

- a. Sher started the update
- b. Christina Koch: offers an action item (see below)
- c. Sher says content development has changed (and that it's difficult to keep together)
- d. There may not be anyone doing publications (no style guide for logos, design, etc)
- e. There needs to be a co-chair in this committee
- f. Bianca: suggests we delegate and create a design or ask the community to get involved in those designs/ Ouso/Christina Koch (CK) +2
- g. Christina says the content would be produced by the Content subcommittee
- h. Elizabeth Williams (EW) says that when money is required, please reach out to her (get in touch with the budget subcommittee) earlier is better
- i. Sher wants the document fleshed out by next week

3. Subcommittee Reports to the taskforce

- a. *EW outlines sponsorship levels* (is happy to get feedback)
 - i. asks for ideas for level names
 - ii. Wants to make sure that benefits offered are follow through with completely
 - iii. Is okay with other ideas for benefits (such as room naming rights, etc)
 - iv. Tries to organize event pricing (receptions, ice breakers, coffee breaks)
 - v. green sponsors
 - vi. various a la carte options for sponsors
 - vii. Ouso asks about benefits (how will the sponsors be listed?)
 - viii. Sateesh is curious when registration goes live
- b. *Accessibility* (CK)
 - i. next step: have a meeting and will post that publicly so everyone on the task force can join
- c. *Communications* (Mina Zamani is away)
 - i. Shaily says she can do social media
 - ii. Facebook events and pages (Ouso)
 - iii. Blogs, videos, etc, to promote
 - iv. Twitter hashtag? :
- d. *Content* :
 - i. Create style guide
 - ii. Create logo style
 - iii. Create A-Z document
- e. *Program* (Sateesh)
 - i. Scheduling subcommittee meetings starting this next week - hereafter
 - ii. Asks about deciding keynote - relative to the conference's theme
 - iii. Will update much more at the next task force meeting
 - iv. Bianca (comment/question): Says the Program document can be shared to speed up the feedback loop :
https://docs.google.com/spreadsheets/d/1AhnQUs2acSWsdg20B718wYllmuSUGgiyxDyPvm_tC0s/edit#gid=522050893
- f. *Web/outreach* (Anne)
 - i. next steps: gather sponsor info
 - ii. Get logos
 - iii. publish theme and location on CarpentryCon 2020 website

4. Adjourn

Action Items

1. update all lists who is in each task force - update those in Asana too) - Christina Koch
2. Budget committee - finalise sponsorship levels and send to website/outreach sub-committee to be put on website
3. Decide the Twitter hashtag for the conference

CoC Anonymous Feedback Form

Discuss Post: <https://carpentries.topicbox.com/groups/discuss/T3ec6559f43b64ab1-Maf358c7e48df41a32c444675/anonymous-form-open-for-incidents-outside-cocc-mandate>

Blog Post: <https://carpentries.org/blog/2019/09/collecting-incidents-community/>

Anonymous Form: <https://carpentries.typeform.com/to/nRbKnO>

Next Call TF Meeting #16 : August 6th, 2019 at 17 UTC

17pm GMT (San Francisco Tue 10:00, Thessaloniki Tue 20:00, Melbourne, Wed 03:00)

Your local time: <https://bit.ly/2M2SZhF>

Attending:

- Sateesh Peri
- Shaily Gandhi
- Christina Koch (chairing)
- Anne Fouilloux
- Aleks Nenadic
- Ouso
- Serah Rono
- Sarah Stevens
- Sher!
- Mina (I am trying to join) - yay Mina!

Apologies:

- Bianca Peterson

Agenda:

- Bianca + Sateesh: Confirmation letter (?)
 - - involvement with TF for planning CC (Can all the TF members get similar letters to show to employers if necessary)
 - - Bianca + Sateesh: Finalise onboarding document (dependent on finalising subcommittee roles) - <https://hackmd.io/Rb4-j3ESTnmIXRP1XxGVLQ?both>
 - - Requests: 1) Shaily Gandhi, India
 - 2) Yared Abera Ergu, Ethiopia
 - 3) Tisha Mentnech, USA
- Serah + Sher!: Finalise subcommittee roles
 - - Please review subcommittee roles in this document and add suggestions <https://docs.google.com/document/d/1Rjgp3E7T8SXR-oOLTUXL6H7F5dVVsjL210x69jhJkk8/edit?usp=sharing>
 - - We intend to formally publish them in the CarpentryCon Task Force repo
- Subcommittee memberships - availability and commitment (Task Force Chairs):
 - Are day/time of meetings fine?
 - Task Force meetings - draw consensus over length of fortnightly meetings - 1 hour or 1.5 hours?
 - Capacity building?
- Reconsider platforms for communications (e.g. Zoom and Slack is blocked for Mina)
- Sub committee briefings/updates
- Gifting bidders, locations: <https://docs.google.com/spreadsheets/d/1qA3bU8kf-rOfuScWQ6bSdZThpq1b4EoWxE0YC91WuE/edit#gid=0>

GOALS:

- After this meeting, every subcommittee knows what it needs to do next or has a plan to decide by the next meeting.
- Determine if we need to make any changes in how the committee runs, in order for everyone to participate fully.

Minutes:

- Bianca and Sateesh have developed an onboarding document, plan is to post it in the github repository (?)

-Letter to supervisors to justify carpentrycon efforts for task force members

- What should this letter include?
- Who would like to take the lead on this? Anne F. will start a letter and collect a list of names/institutions to send this to.
 - Serah: Would it need to be on letter head? Yes Carpentries letter head. Anne will checkin with Serah + Sher! about getting these signed and on letterhead.
- Can reuse this process as well.

- Serah and Sher! made a document for subcommittee roles -

<https://docs.google.com/document/d/1Rjgp3E7T8SXR-oOLTUXL6H7F5dVVsjL210x69jhJkk8/edit?usp=sharing>

- Review the document and give feedback by...End Of Day on Monday August 19 2019, especially each co-chair review your section.

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Action points:

- Co-chairs review your section in the google doc by End Of Day on Monday August 19 2019
- Co-chairs also propose a timeline for your sub-committee activities
- Create a master roadmap of events till CC2020

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Next Call TF Meeting #15 : July 23rd, 2019 at 17 UTC

17pm GMT (San Francisco Tue 10:00, Thessaloniki Tue 20:00, Melbourne, Wed 03:00)

Your local time: <https://bit.ly/2M2SZhF>

Attending:

Chair: Ouso

Note-taker(s): Christina & Bianca

- Sateesh
- Aleks (will try to join, clashes with my childcare duties :-)
- Silvia
- Christina K.
- Sarah Stevens (have to leave at the hour)
- Bianca
- Tracy
- Kari L. Jordan
- Mina

Apologies:

- Serah

Agenda:

- Venue
- Theme
- Budget
- Dates
- Recommiting & TF chair
- Updates - sub-comms
- Onboarding new TF members (Sateesh)

Minutes:

Announcement from Tracy:

- check your email (about venue / theme)
- After talking to peers/financial folks, expressed strong recommendation for a University partner for conference (insurance / legal implications / funding)
- Proposal: plan for two locations
 - Madison, Wisconsin 2020
 - South Africa 2021 (or 2020?) - Work with Juan Steyn from NWU (SADiLaR Project Manager) - Library
- Rotate venues annually

Questions:

- Christina: Why do we have to partner with universities?
 - Tracy: local context, like tax law, insurance, etc. We can pay an academic institute and then they can do payments; excludes problems with currencies. It's hard to pay people directly if they're out of the US (because that's where the Carpentries fiscal sponsor is located).
- Bianca suggests that we partner with a different university than UWC (not a great location), so perhaps we can use the next year to form relationships to get bids from other universities in ZA
- Sateesh loves the idea of having a yearly CarpentryCon, we want to go to all the places! Some guidelines around what the institutions need to do/ are preferred to have to host a CarpentryCon. That way we can get back to the people who have submitted bids so that we can let them know we are doing this yearly and what we are looking for in bids in the future.
- Tracy: be honest about where we are and what our fiscal sponsor can support
- Tracy: the other thing is CarpentryConnects. With some guidelines and reports back now that we have held a few, this is a great way to organise a local(ish) event that is open to the community, but happens regionally and maybe doesn't involve the whole global community.
- Sateesh: will the same TF be organising CC2020 and CC2021?
- Marco: I have some concerns. CarpentryCon = international event to allow instructors to meet in person. If there is one every year, people might only attend the regional/local ones and not meet international instructors. Suggests that we still do this every 2 years.
 - - Tracy: had a lot of travel funds since it was an international event.
 - - Tracy: make a timeline, have documentation, have templates to make things easier so that you don't start at zero every time
 - - Tracy: would it affect your participation if it was annually?

- - Christina: it's a change of mindset - you don't have to attend every CC. You can go to CConnect and maybe only attend 1 international CC.
- - Aleks: have an annual event at their institute - as soon as one ends, planning for the next event starts. It will become a full-time job to organise CC if it is annually. In terms of staffing costs and engagements it makes sense to have CC every 2 years.
- - Tracy: consider a CC committee to be involved with planning every year, but have new TF members join to work on a particular location/year
- - Bianca: will sponsors stop giving for events if they happen every year, whereas it might be easier to get funding for a bi-annual event.
- - Bianca: regarding announcing ZA for 2021, that sounds fine, there are great institutions in ZA.
- - Tracy: we are not prepared to hold CC in ZA in 2020, but Wisconsin meets what we can do now. So we could do 2020 Wisconsin and ZA 2021 or 2022? Or push back the next CC until 2021. Thinking people are expecting a 2020 event, should we announce 2020 Wisconsin and ZA 2022?
- - Ouso: 200 people out of the whole community is small; having CC annually will allow more opportunities for community to attend. We should fast track the process and make sure annual conference arrangements are smooth.
- - Tracy: want to emphasise that CC will rotate and be at a new location every time (annually / bi-annually) - reason for co-announcing venue for CC2020 and CC2021/2.
- - June 29,30, July 1st CC2020 - Sarah: venue available on these dates, but later dates may be available (though dorms might not be available but other local accommodations are still possible)
- - Ouso: consider different holidays
- - Tracy: can't go earlier than May 2020 - need to have enough time to get sponsors and have time to re-submit visa applications if they don't go through the first time

- Theme:

- Tracy: loved how the themes complimented each other; main idea is accessibility. Winner: Growing inclusive, computational communities and leaders
- Tracy: have had several communications with sponsors
- Christina: which goals/outcomes would you like to see from CC2020?
- Tracy: Real focus on community leadership; connect people who are leading their local communities, help them share ideas and resources

- Goals from Tracy's email:
- Bring a diverse community of people together from around the world with a shared interest and passion for inclusive training and empowering people with digital skills
- Provide an opportunity for people to learn from each other in these areas
- Discuss the topics that the community, staff and Executive Council are working on for that year
- Present topics relevant to the community and the current strategic goals --> community leadership
- Reach a variety of communities
- Provide and create a meeting space that is accessible and inclusive to all --> keep communicating that we're concerned about issues like visas, etc.
- Keep costs to meeting attendees low
- Plan and run the meetings in a fiscally responsible way
- Comply with any fiscal or legal obligations --> best to have a local university partner site

- Elizabeth: think about a snappy version of the theme - cool and fun for twitter :) #ICCL

Reference documents from previous CC: https://drive.google.com/open?id=162YhA2muNYEI_TvSLfPVuBar7AX0YspZ

- Dates: Christina: end of June? Silvia: September could work - everyone back from holidays
 - - Sateesh: think about other conferences, e.g. PyCon(April 15-23, 2020), useR, SciPy (july 06-12)
 - - Sarah: will have a look at other dates, but have to consider availability of dorms - later in summer dorms might be taken due to summer schools and sporting events
 - - Elizabeth: if dorms are available and no big event is planned for those dates, then we can go ahead with announcement ASAP, otherwise we would have to postpone announcement
- Budget:
 - With the change of venue, we can start putting together a draft budget; will estimate costs based on last year's budget; meeting biweekly at the moment; Elizabeth and Sher! working on sponsorship levels
 - We need to know venue + dates before we can sponsorships; only then can we decide on registration costs
 - Elizabeth: need to clear sponsorship benefits with sub-comms to make sure it aligns with goals
- SA:
 - 2021: +1 (Christina) +1(Silvia)+1 +1(Sateesh) +1 (Bianca)+1
 - 2022: +1 (Aleks) +1
- Schedule:
 - Ouso: we have been going slow and are behind schedule. Please work on action items and see them through or delegate them. Suggest: assign chair and co-chair
 - Sateesh: had to move and had trouble dedicating time - there will always be circumstances and we need to accommodate that
 - Elizabeth: sometimes you just need someone to make the decision. They are ready to support community!
 - We decided that Ouso and Christina are awesome (they keep us on our feet) and we vote for them to lead the team!
- Onboarding new TF members (Sateesh):
 - Not sure whether Shaily would want to join the current TF with change of venue
 - Still think it is important to write guidelines for onboarding
 - What quorum should be available to accept new members?

Action items:

- Comms? : Giving feedback to those who submitted bids -> Bianca will do a draft, Ouso will help, and Sarah as well :) + Sateesh
 - Finalize dates
 - Sarah: Need to communicate dates at the end of the week --> make sure to include link to sponsorship information, I will rewrite the blog post in the next couple days
 - Budget subcomm - write blog on sponsorship levels -> link to this from venue+theme announcement (blog)
 - Sarah: Checking into dorm availability for the dates.
 - - Sarah: will rewrite blog for announcing venue (decided on 2021 for SA) - will distribute on

social media

- Elizabeth: will draft sponsorship blog (Silvia will help) POSTPONED
- Bianca: investigate suitable venues for SA for 2021
- Sateesh: prepare draft onboarding document and review at next meeting
- Kari: support with announcements on social media, especially Facebook and LinkedIn

Next Call TF Meeting #14: July 9, 2019 at 17UTC

17pm GMT (San Francisco Tue 10:00, Thessaloniki Tue 20:00, Melbourne, Wed 03:00)

[https://www.timeanddate.com/worldclock/fixedtime.html?](https://www.timeanddate.com/worldclock/fixedtime.html?msg=Carpentry+Con+Task+Force+Meeting&iso=20190709T17&p1=%3A&ah=1&am=30)

[msg=Carpentry+Con+Task+Force+Meeting&iso=20190709T17&p1=%3A&ah=1&am=30](https://www.timeanddate.com/worldclock/fixedtime.html?msg=Carpentry+Con+Task+Force+Meeting&iso=20190709T17&p1=%3A&ah=1&am=30)

Attending

Chair: - Silvia

Note-taker(s): Bianca

- Sarah Stevens
- Serah Rono
- Jessica
- Ouso
- Sher!

Apologies

- Sateesh (Teaching workshop@Davis)
- Christina (busy week!!)
 - I can post the notes from this meeting to the github repo if necessary
 - Also, I didn't do my action item of checking in with committees; will do that in the next two weeks
- Anne: Sorry I am on holidays with no proper internet connection!
- Mina

Agenda

- Create a table in the Google Drive folder comparing the two S. Africa venues, based on Bianca's email and notes from last meeting
 - to include: costs (venue, food, accommodating, childcare, timing)
 - - Update from Bianca on the venue:
 - - Capetown lodge - \$31.51/person/day (coffee breaks, lunch, juice, water, paper, white board, wifi, screen etc.) secretarial and translation services available for fee. Outside catering not allowed, they will accommodate many diets, outsourcing when need, no childcare but can be arranged, 3 of the rooms are wheelchair accessible?, 123 rooms, last year we had 120 so this might limit now many people can come. There are other hotels near by (from Bianca's drive by). Lots of other stuff near by. Accommodation, breakfast, and dinner not included in the fee. 31.76(dinner)+31.51(daily conference fee)+accommodation. Quote for 200 people for 3 days: \$64,387 USD for whole conference including accommodation, etc. (everything but dinner)+ \$9,056 USD for dinner. ~~(Total: USD \$73,443- without accommodation for 77)~~ TOTAL w/ ALL ACCOMODATION \$101,702 ~ 508.51 per person.

- - UWC - country side, not walking distance, 10 minutes by car, need transport arrangement but possible, don't know about what the costs will be like for that (by delegate or as part of registration?). Met with Sandra in person last week. She said she would recommend a different venue after thinking about the choices, she recommended ??missed name??. But Bianca thinks it might be bad to add another venue to the list at this point. Silvia agrees that we shouldn't add another venue. Ouso says he shared his thoughts in email, the capetown lodge is better. Bianca: Think capetown is better. With UWC restricted to 1 week of holidays and bare minimum accommodations. Everything is not very close.
- - Questions for Bianca:
 - - CapeTown Lodge:
 - - Sarah: Translations would be available for which languages?
 - - Bianca will find out
 - - Sarah: How many rooms would the venue afford us for breakout sessions?
 - - As many as we'd need, and arranged in different ways - conference-style, boardroom-style, etc
 - - Sarah: Do you know what the accommodation near by is per night? Just so we can estimate the cost including the 77 - USD \$367/person (just the 77)

- - Sher!: Venue for CC2018 was free; costs for CTL doesn't look bad at all
- - Ouso: are we missing any facets? Sher!: everything is covered; info is enough to present to leadership team and budget committee

- Determine next steps for venue: any more information we need? If we can make a decision, what happens next?

- - Sarah: send costs to budget committee and The Carpentries staff/leadership - if approved, we can move forward with contract
 - - All eight participants on the call agree with this course of action
- - Sarah: Who would be responsible for signing contracts and agreements with CC2020 vendors?
 - - Elizabeth Williams does signing of contracts
- - Bianca: What happens if Budget subcommittee / Carpentries Leadership finds CapeTown Lodge too expensive an option?
 - - Ouso:
 - - Sarah: we can keep the second SA venue as an option in that case
 - - Sher!: Carpentries leadership is privy to all Task Force discussions and this won't catch them by surprise, we have their support

- Conference Theme:

- https://docs.google.com/spreadsheets/d/1Bf1BYwA-ZR2fFvS1tszebcstFAAYbh2cyz_pclzRc5Q/edit?usp=sharing

- Sarah counted the three themes that have the most top votes (1-3) and the least low votes (7-9) [ask Sarah to summarise that here] to help us prioritise

- Main themes:

- Sarah's top themes
 - - Computational training and capacity building in diverse communities +1+1+1
 - - Developing computational thinking in science and education
 - - Fostering growth through inclusivity
 - - Growing inclusive, computational communities and leaders
- - Bianca's top themes

- - Bianca looked at the theme with the total lowest score - result = Growing inclusive, computational communities and leaders (this is also pretty high on Sarah's list, it would be next after the three, since it has less high votes but a low number of low votes)
- - https://docs.google.com/spreadsheets/d/1Bf1BYwA-ZR2fFvS1tszebcstFAAYbh2cyz_pcIzRc5Q/edit#gid=251044217
- - Serah: suggest that we pass top 3 themes to Carpentries Leadership and make final call for theme - TF can then get started on actual planning of conference. How does the TF feel about this? +1

- Committee updates

- - Budget:
 - 1) Vote on names for additional levels and additional levels themselves :
 - Jr. Sponsors (maybe not...)
 - Base Sponsors
 - Friend Sponsors (\$500 too?) +1+1+1 (maybe just "Friends"? or Allies? Don't feel strongly about this, though. Either works. When I read this, I think that all of the others are not "friends". Even though I know it doesn't mean that.<- good point!
 - Special Sponsor
 - Bronze Sponsor (maybe for \$500) - might be excluded as it was decided to not use mineral categorisations
 - Start-up Sponsor (\$250) +1+1+1+1
 - 2) Talk to Task Force about communicating sponsorship form along with venue decision
 - 3) Each sub-committee should designate a contact person to communicate with the budget sub-committee about their sub-committee's budget/business related activities
 - 4) What format do we use to ask about sponsorships ---> ask Communication sub-committee
- - Silvia: want to send out communication to see sponsorship interests
- Questions for budget subcommittee:
 - - Ouso: Are we targeting individual or org donors?
 - - Silvia: Both, still in discussion
 - - Ouso: How will small sponsors benefit? - Silvia: we still have to discuss about it
 - - Serah: Can the subcommittee offer descriptions for different types of sponsors we are targeting, and then we can decide what names suit the different categories? (No need to scrap any of the names above, but maybe starting with the descriptions and different perks we have available for them will help us craft the categories faster and work our way up to sponsor names)
 - - Marco: do check-in from small companies - will we accept money from anyone? Think about honesty and ideas that companies have, e.g. we might not want to accept sponsorship from companies that are "unethical"
 - - Sher!: "Friend Sponsors" maybe not such a good idea - any sponsors with a value lower than this might feel offended
 - - Silvia: decide who will be responsible for communicating with Elizabeth regarding reimbursements, etc.
 - - Which format will we use to ask for sponsorships? Sarah: suggests Silvia (budget sub-comm) join communication sub-comm meeting next meeting to discuss this
- - Communications
 - - Drafted Blog post for announcing venue and theme, under review - will add features about venue, etc to blog as soon as decision has been finalised

- Listing Task Force and Subcommittee meetings in The Carpentries community calendar (Serah) +1 from everyone :)

- (post-meeting) Orientation for new task force members

- Ouso: reassess our commitments; define what responsibilities are for chairs/co-chairs; check debrief document - are we on track? Consider dates for CC2020!!!
- Serah: TF sub-committee roles: <https://drive.google.com/open?id=1Rjgp3E7T8SXR-oOLTUXL6H7F5dVVsjL210x69jhJkk8>
will help us fast-track tasks for CC2020

Action Items:

- A summary email of budget and features for Capetown Lodge to Budget subcommittee and leadership
 - - Serah and Sher!: Summary email to Carpentries leadership (Bianca can assist with info/numbers)
 - - Silvia: Summary for Budget subcommittee
- Sher! and Serah w/budget email: Send top 4 themes to leadership (consider excluding "science" - Sarah: "Science" might exclude humanities researchers a bit...
They don't usually think of themselves as "scientists")
- Serah: list TF and subcomm meetings to The Carpentries community calendar - add info about what we are doing
- Bianca: follow up with Sateesh about TF onboarding document and help with writing
- Silvia: Minutes
- Silvia: Ask for Chair for next meeting in minutes email

Next Call TF Meeting #13 : June 25th, 2019 at 17 UTC

17pm GMT (San Francisco Tue 10:00, Thessaloniki Tue 20:00, Melbourne, Wed 03:00)

[https://www.timeanddate.com/worldclock/fixedtime.html?](https://www.timeanddate.com/worldclock/fixedtime.html?msg=CarpCon2020+TF+Meeting&iso=20190625T20&p1=170&ah=1&am=30)

[msg=CarpCon2020+TF+Meeting&iso=20190625T20&p1=170&ah=1&am=30](https://www.timeanddate.com/worldclock/fixedtime.html?msg=CarpCon2020+TF+Meeting&iso=20190625T20&p1=170&ah=1&am=30)

Attending:

Chair: Christina Koch

Note-taker(s): Sarah Stevens

- Sateesh Peri

- Jessica Upani
- Sarah Stevens
- Bianca Peterson
- Ouso

Apologies:

- Aleks Nenadic
- Silvia (CarpentryCon Manchester)
- Marco
- Mina
-
-

Agenda:

- Advertising the Event on the Carpentrycon in Manchester.

A. New members

Sateesh: Shaily would like to join, requested to be in program subcommittee, also hear there are a couple of new members from the South African team

Bianca: Previously Andrew asked if he could also join because he has a lot of experience organizing (international) conferences, knows the venues and the areas well. Malvika said to wait on venue choice and add them if we choose that venue. Should we add folks anywhere in the world regardless of if we choose the venue near by.

Fotis: I think we should take help from anyone who offers it.

Bianca: Some of us might get busy and it would be nice to have extra members to pick up the slack. The more the better. Though we don't want too big and have that be an issue.

Fotis: If we want to involve someone from the venue, then we should add them after the venue is chosen. We want as much help as we can globally but there may be a conflict of interest to add someone from a specific venue while we are choosing venue. Too many people might lead to diffusion of responsibility issue.

ACTION ITEM: Sateesh - put together list of things needed to add/on-board folks.

B. Committee Updates

Please read these when you have time.

- Communication

- Starting to put together a blog post for when we announce theme/venue

- Website

- Aleks: Website/outreach committee has finalised the first version of 2020 website (<https://carpentrycon.github.io/carpentrycon2020/>) and the new CarpentryCon landing page (<https://carpentrycon.github.io/carpentrycon.org/>), which are both now production ready. I have contacted François Michonneau on Monday 17th June to perform the DNS switch (2020.carpentrycon.org to point to the former, carpentrycon.org to point to the latter and 2018.carpentrycon.org to point to the last year's site).

- Budget

- - each sub-committee should designate a contact person to communicate with the budget sub-committee about their sub-committee's budget/business related activities.
- - Elizabeth can organise to charge expenses directly, so that people do not need to pay for things then be reimbursed.
- - Have an estimate of the expected expenses from all the subcommittees to be added to the budget.
- - Request for catering costs for each venue before committing to a venue.

- Program

- Nothing to report

- Content

- Accessibility

- Nothing to report

C. Business of the Week

- Venue decision and remaining details

Recap: Past few cctf meetings we've discussed this, Christina proposed template for weighting criteria, we weighted them, had meeting last week to weight each criteria. Highest weighted criteria was access to the country - visa concerns. Based on all of the weights. The process favored the two South african entries. Left off with Bianca doing some research into pros/cons of the two venues proposed. Also communication subcommittee is working on blog post announcement of the venue.

Bianca: Updates - Spoke with Sandra Williams who submitted the bid. UWC library, has breakout rooms in the library which hold about 10-15, tutorial breakout rooms next door which hold more. Distance from library to auditorium - in basement of the library, holds 300 people. Also has main hall which can hold ~1k folks. Kind of like a quad, library, main buildings, cafeteria, and main hall. Doesn't know price of the venue per day yet. Said she would contact the relevant people for that, complications with parking. There is a daycare on campus, run by a private company. Not sure if that will be open or closed, depending on the dates. If we pick the uni, we need to think carefully about the date, good times sept 19-28 or dec 3rd onwards (long recess), parking available, hostels/dorms on campus. If not during those dates we will need to find different accommodations. But daycare might be closed and need to figure that out. Parking cost is still in progress. Uni is in countryside. Not close to restaurants or other stuff. When you are there for cc, you will just be there.

- Alt: Capetown Lodge - has accommodation on site, but near by other things, restaurant, tourism, etc. Bianca still following up on this. There are childcare facilities. Close to airport (so is uni). Accommodation similar between two bids. Downside capacity for auditorium is 200.
- Asked Anelda's opinion since she has been to both - she highly recommends Capetown lodge.

Biggest open question: Cost? - Capetown lodge ~ \$4880 USD/day (for 200 people?, Bianca checking..) , UWC ?? (waiting for feedback from Sandra Williams)

Jessica: Is campus accommodation also available in September? I'm assuming that since it's a short recess, students won't move out of the hostel. - No?

Sateesh: How many do we expect for cc2020.

- Bianca - 200-250
- 120 at cc2018

Jessica: Do we have catering cost at the university venue? Bianca - No, we would have to do that separately but it shouldn't be a problem. Christina - maybe we should factor this into the cost as well.

Elizabeth: Captown lodge - do we have options about which caterers? If not, we should factor in the cost. Bianca - they don't allow outside catering but are flexible about dietary restrictions. Elizabeth: we need to check into the cost as well since we will be required to use them

Christina: looks like we need to look into total cost, catering cost, other major costs (transport from airport to venue,). Bianca - We need to look at costs.

Christina: Can't make a decision today but what do we need to make this decision?

- - Sateesh: Since we are choosing between two venues, we should put all the info together for these two venues into a single document and pick based on that.
- - Ouso: +1 to what Sateesh said. Still lacking cost information right?
- - Christina: Cost and dates it seems.
- - Ouso: Can we narrow down based on cost? Since we have all the other factors narrowed down without waiting two weeks
- - Bianca: cost for UWC is a bit complicated, because we need to gather info from several people and get bids from caterers. Info about cost for capetown lodge found here <http://capetownlodge.co.za/conference/>. Looks like AV and other stuff (ADD HERE) included for \$35 USD per day. Wifi is also good here(?- think that is what I heard fix if not pls).

Strawpoll (Christina will contact the people who aren't here to get their thoughts as well) :

Prefer Capetown Lodge +1 +1 +1 +1(cost aside) +1+1

Either is fine - no strong preference

Prefer UWC

In the mean time we will make the cost comparable.

Cost from last year? Elizabeth - total cost ~60k, venue ~3500 (got scholarship to use these venues for lower cost), catering ~ 11k(not sure here). Raising money was a real challenge from last year's conference. At what point does difference in cost mean we should change our thoughts about cost. If both will meet our criteria for a *good*/suitable venue then we should try to reduce costs.

Christina: Seems like both are actually feasible. Bianca: Difficult to tell from the original bids but helped to talk to them. I'll be visiting Capetown next week and can check out the UWC venue.

Christina: Some of the costs were covered by conference fees last time, if they stay the same amount how much money is that. Bianca: 15k, Elizabeth: Balancing game where we can go about it in several ways, use registration costs (deciding what we want them to be), base the venue based on that. Or opposite and up the registration fee based on the venue we choose. Budget committee to meet next week.

Christina; have preferences but need to look into costs and compare with what we know about the budget from last time. Follow-up steps: Christina will contact people who aren't here to get opinions, need to put together costs, and have budget committee thoughts. How did we make this decision last time, Fotis?

Fotis: Didn't have two from the same place last time.

Christina; See how numbers turn out and then solve last decision making later.

- Selecting a date and length of time

Aus/NZ: Classes Feb-June, two week break, then classes July-Dec; Break in Jan

S. Africa: Break in June, September 19 - 28 or December 3 onward;

Europe: break in August

S. America:

N. America: Break June - August, late December/early Jan

Time may matter more for UWC, based on their session schedule.

Looks like based on school breaks, there is no time that works for all school schedules

Does seem like most have june break but this might not line up for all.

Late Dec/early Jan is the other time that most people are on break.

Thoughts/ Suggestions/ Opinions?

Ouso: Foremost is that we want to keep it in 2020, which leaves us with Dec. Which is a complicated month, high prices and holidays. Dec is tricky. Perhaps we need to look at other options still.

Bianca: Seems like many countries have break in Aug. Aug would be great month but would have to go with Capetown lodge, because UWC will be busy with classes. Have to look at dates and venues together.

Elizabeth: would sept be a bad time? Christina: personally sept would be fine, in North american this would only be bad for faculty but for others would be fine as there is more flexibility. Sept and timing with the UWC break would be feasible. Bianca: Spring starts in sept so it won't be too hot yet, aug might be a bit chilly.

Venue considerations but maybe Sept/Aug/June is what we are thinking.

Capetown lodge, is there a cheaper season? might be worth asking

- Discuss Theme poll results & finalize

Recap: There were 8 theme bids that we put together on etherpad and took the top 5, bianca made poll, we voted, malvika had some suggestions, so we added them too but we haven't discussed the results yet.

Results: https://docs.google.com/spreadsheets/d/1Bf1BYwA-ZR2fFvS1tszebcbstFAAYbh2cyz_pclzRc5Q/edit?usp=sharing

Ouso: what additions were Malvika's? - last 4 are from malvika

Lower number better.

ACTION ITEM: recirculate this form (with minutes?) (folks should be limited to one response, and edit after submission).

Christina: Who is in charge of the theme? Which committee should take this on? Program or Content?

Bianca says she will?? but maybe we should have someone else since Bianca is doing other stuff with venue and has project due soon.

Action item: Someone else from program will look through these and ??sorry missed this my computer tried to make me take a break??

Sateesh: can we include this in one email the cctf, we are choosing between two SA venues, and you need to vote on themes. Christina will do this.

Ouso: suggestion remove suggestion option from poll - general agreement on this point. (sarah will do this)

Christina; what we pick as our theme is in some way describing what people are getting out of the conference, before we finalize we should discuss what this means for the conference.

D. Planning

- Posting of TF minutes
- Clarification of subcommittee roles (postponed)
- Select taskforce co-chairs (postponed)
 - for the whole taskforce, we said we would come back to this at some point
 - may not need to be this week if we don't have time but I'm putting it here as a reminder
- in the next meeting or following: have meeting checking in with subcommittees and planning goals

Action items:

- Sateesh: write taskforce onboarding document (e.g. add member to mailing list, add to website, get involved with at least 1 sub-committee, etc.)
- Bianca: get details of costs for CTL and UWC!!!
- Bianca: recirculate theme poll
- Christina: contact people who were absent - preference for venue
- Chiristina: will email with updates about Venue and theme decisions
- Christina: Send out minutes
- Christina: will follow up with subcommittees about goals and next steps

Venue Meeting (Ad hoc) : June 18th, 2019

Your local time: <http://tiny.cc/b6kg8y>

Attending:

- Christina Koch
- Ouso
- Sher!
- Bianca
- Silvia

Can't attend, but can help with follow-up:

- Serah Rono (at the hospital today, can't speak but able to follow up in any other way) Yikes! Hope you're okay.

Spreadsheet:

https://docs.google.com/spreadsheets/d/13mZm9Z62XPICUyNBody_5RLCsiNm6szdhlIkEsrf6NY/edit#gid=672427127

Goals:

- Do we need to add Serah's criteria + reweight?

1. Accessibility

- Venue proximity to airports / sea ports /railways, other points of entry
- proximity to accommodation facilities

- wheelchair access ramps / elevators,

2. Facilities and Equipment <-- do we *need* these as criteria, seems like every place would have them.

- capacity limitations
- legalised to house 200+ participants
- meets health and safety requirements
- # of exits / fire escapes, lighting, etc
- provisions for breakout rooms close to the central venue room
- availability of mics, screens, projectors, AV systems etc (will help us save on costs in the long run)
- power sources and wifi
- nice to have a venue with big # of sockets and wifi already set up

We'll assume that all the venues have these (based on Ouso's original rubric), but will definitely confirm before we sign contracts and announce things.

- Do a preliminary ranking of venues (based on criteria)
- Identify what information we still need to find out and delegate finding that out

Visa:

- SA: Bianca to talk to Anelda
- Spain?

Venue costs:

- follow up w/ St. John site?
- Preliminary figure out how to combine criteria weights + the venue rankings

Next Call TF Meeting #12) : June 11th, 2019

17pm GMT (San Francisco Tue 10:00, Thessaloniki Tue 20:00, Melbourne, Wed 03:00)

Your local time: <https://bit.ly/2XLWfkg>

Attending:

Chair: Sateesh Peri

Note-taker(s):

- Aleks Nenadic (possibly only for an hour)
- Ouso
- Marco
- Sarah Stevens (possibly only for an hour)
- Anne
- Mina
- Bianca
- Christina K. (only for an hour)

Apologies:

- Gabriel (personal emergency, might join in late)
-
-
-
-
-

Agenda:

- Discuss Venue bids
- Discuss Theme poll results & finalize
 - Finalise the venue if possible!
- Discuss & approve joining of new TF members
 - India and South africa new comers
- Next steps after venue & theme selection - date, time ...
- Clarification of subcommittee roles
-

Notes:

- Venue bids:
 - question: do we need to make a short list or can we decide on our own?
 - answer from Sateesh & Fotis: TF can decide. And if we ask again from the community then it will trigger endless discussion. But we should publish our selection criteria along with the result of the selection. And before making it public, check again with the chosen bid to make sure they are still interested. Go back to the other bids before announcing it to give a "personal" answer about the bid.

We should define 3 criteria to prioritize that would highlight our final choice:

- accessibility --> what kind of accessibility do we mean here? +1 to this question --> addressed below
- visa
- cost (travel cost will always be too high for some but can be overcome with travel grant; so we should also try to minimize the other costs)
- child care --> not a criteria we can use because all bids have child care.
 - cost of visas --> does this mean expense? or the general bureaucratic challenge of getting visas?
 - immunisation
 - proximity to an airport
 - childcare possibilities - is there a room on site, are children allowed on site
 - is local support available (at least 1-2 Carpentries people locally)
 - size of the venue
- From Serah's email chain -

- **Cape Town**
Silvia

+Marco +Sher +Aleksandra +Sateesh + Mina +

- **St. John's, Newfoundland, Canada** +,
- **Bellville, South Africa** +
- **Madison, WI. USA** +
- **Manipal, Karnataka, India** +
- **San Sebastian (SPAIN)** +Aleksandra

-

Prioritised criteria to take into account (need to be weighted):

1. Visa requirements and the complexity, cost of the process (to the hosts and participants)
2. Potential to engage local community (based on its size) - strategic goal & bigger picture for The Carpentries
3. Regional rotation - Having a different geographical region each time for CarpentryCon
4. Venue cost - hosting cost
5. Travel/accommodation cost (to participants)

Based on these criteria (in a new spreadsheet - rate them 1 to 5), select top 3 venues and follow up with them to clarify all the details (costs, breakout rooms, etc.) and then make a final decision.

Christina K: I think good next steps are weighting, gathering more information and then it should hopefully be pretty easy to rank and a "leader" will emerge.

Could also research costs:

- travel -- create a list of general cost to fly from certain locations
- venue -- reach out to top 3 venues and asked about cost

Should also research visas?

- https://en.wikipedia.org/wiki/Visa_requirements_for_United_States_citizens#Visa_requirements_map

There is need to have a quorum for decision making and deadlines for feedback within the TF.

Consider meeting one week from today

Action: Ask Sher to give us some more information on why India cannot longer be considered.

Ask Sher about visa issues with US

re-convey a new sub-committee and then make a new rubric:

- put in place weights

General notes:

- CarpentryCon 2020 Venue Bid responses:

<https://docs.google.com/spreadsheets/d/1C1LYf480Rtgm5BMbGZrJ4JSgfArss3BBxSZjVC9E7Q0/edit?usp=sharing>

- rubric: https://docs.google.com/spreadsheets/d/1P4SOJHaUzh5mcVyR_Hgjhn-CC368gCcU/edit#gid=303514427

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Action items:

- Ask Sher to give us some more information on why India cannot longer be considered.

- Ask Sher about visa issues with US
- Create new spreadsheet with prioritised criteria
- Re-convey a new meeting and then make a new rubric.
-
-
-
-

(TF Meeting #11) : May 28th, 2019

17pm GMT (San Francisco Tue 10:00, Thessaloniki Tue 20:00, Melbourne, Wed 03:00)

<https://www.timeanddate.com/worldclock/fixedtime.html?msg=CarpCon2020+TF+Meeting+%2311&iso=20190528T20&p1=170&ah=1&am=30>

Attending:

- Sarah Stevens
- Ouso
- Aleks Nenadic
- Bianca Peterson
- Serah Rono
- Jessica

Apologies:

- Anne (will be still on a plane).
- Christina Koch
- Sateesh Peri (@Airport, travelling to Arizona. Will be monitoring the etherpad)
- Mark Lauferweiler (double booked)
- Silvia On holiday
- Mina

Chair: Bianca Peterson

Notetaker(s): Aleks Nenadic

Agenda:

- Theme Discussion
- Venue Discussion
- Feedback from sub-committees

Notes:

- Theme Discussion
 - - Anne Fouilloux : Many bids are around growing "FAIR" scientists but some put more emphasis on personal development (prepare leaderships, advance researcher's career, learn new skills) and other on inclusivity aspects (being able to reach out new communities and researchers, learn to "interoperate" with each other i.e. learn to work efficiently with each other).
 - One bid is about having fun when coding; as a way to improve community interactivity: I like the

idea to have fun sessions!

- Growth seems to be an important aspect in all the theme bids.
- - Sarah Stevens: Compilation of several suggestions - Something like.. Growing Together or Growing Leadership Together
- - Bianca Peterson: I submitted one theme suggestion - am I allowed to participate in discussions of the themes? Sher! says "Yes!" 2020 vision - "perfect vision" as a theme for the conference. Important to stress skills people will gain, or things that what they are going to learn at the conference - that may help people with getting travel support from their institutions.
- - Sarah Stevens: Maybe we can call 'Skill-ups' -> 'Fun-damentals' ?
- - Aleks: training and interoperability documentation - put several, e.g. inclusivity, gaining skills, diversity
- - Bianca - we can also have sub-themes or descriptions below the main theme
- - Sarah - theme is like a title, and then a more verbose description or a "teaser" like in a blog post (as suggested by Sher!)
- - Sher - we can have 3 big words from all the proposals that seem to come through repeatedly
- - **Fotis: Fostering growth through inclusivity+1**
- - Words we want in a theme (add more here): community, leadership, inclusivity, growth,
- - Bianca: Do we select just the one winner (we said they would get some swag)? Sher - we can combine the winners that had their themes in the winning theme and get them all some swag.
- - Bianca: do we also want to attract new members? Yes!
- - Sher and Sarah: maybe we should have a subset of options for people to vote on?
- - Ouso: Inclusivity, code, computation and open were the terms I picked as prominent in the themes. and accessibility!
- Suggestions for voting:
 - **Fostering growth through inclusivity +1+1+1+1+1+1+1**
 - Carpentry for all
 - "We grow together, building up each other"
 - sustainability, accessibility, awareness, Carpentry for all +1+1
 - Maybe: Sustainability, accessibility, awareness & openness - Carpentry for all?
 - **Growing an inclusive community (or Growing our community inclusively)+1+1+1+1+1**
 - Sarah: Can be merged with the first theme suggestion - Fostering growth through inclusivity?
 - Empowering Communities of Computational Practice +1+1
 - CarpentryCon 2020-Global community-enriching lives!
 - **Building Our Capacity Together+1+1+1**
 - 20/20 - an event with vision (Sarah: worried 'vision' is not inclusive of people with disabilities)
 - Carpentries- Putting the 'fun' in fundamental coding skills!
 - Leadership +1
 - **Computational research skills to the last mile +1+1+1**
 - (1) Coding for Innovation (2) Open Innovation+1
 - We grow together, learning from and building up each other+1+1
 - **Growing Inclusive, Computational Communities and Leaders (How about Growing, instead of Organising or Fostering?)+1+1+1+1**
 - Swap Inclusive and Computational?+1+1+1+1
 - +1 for fostering in place of growing +1TTI

- Venue Discussion (see bids at:

<https://docs.google.com/spreadsheets/d/1C1LYf480Rtgm5BMbGZrJ4JSgfArss3BBxSZjVC9E7Q0/edit#gid=1884656396> and also)

- - Anne Fouilloux : All the bids are in nice locations; not all of them on university campus.
 - Choosing the theme may add requirements we did not highlight in the Venue bid form; for instance in the theme bids some suggested one to one or very small group activities (CVs, etc.);
 - We did not check for VISA, etc.; it may become an important aspect for choosing the site. Distances from/to airport vary a lot between bids.
 - For several bids, accomodation prices depend on the season and the availability of student accomodations.
 - - 2 bids are from South Africa (closest airport is the same but the two locations are still within some distance from each other): it can be interesting as we could eventually have "lots" of motivated local organizers to help.
 - - arranging immunisation jabs and the cost of getting jabs
 - For the first bid (Anelda & al.), accomodation price is more or less independent on the date (hotels and not student accomodations).
 - - 1 bid from US: co-sponsor from the University (make the price quite attractive) and local instructors available. The main issue could be the location (US) and the difficulty to get a VISA to attend CarpentryCon.
 - - cheap, smaller town that can be reached easily from Chicago, loads of space, easily reachable places for dinner, loads of break out spaces, children are allowed on site, looks like a very strong venue bid
 - - 1 bid from Canada: well thought application for the location itself (safe place, close to centre, etc.) but it may be expensive to reach. Childcare is uncertain and if we want to consider this bid, we would need to ask for further information (from my point of view, childcare is a must for CarpentryCon 2020)
 - - 1 bid from India: most likely the cheapest price. It seems quite a vast campus; we need to discuss (for all the sites) how we can keep the same "atmosphere" for 100 or 200 participants (not 400).
 - - Response from Sateesh: True, the university is small town in itself and the proposed life sciences center also has access to other facilities on campus to accommodate more people if required but, will require discussion and the final number of participants attending.
 - - for ex VISA approval should be relatively easy for India for such type of conferences
 - - Local support will be available
 - - one downside that I can think of right now is that the carpentry and open science community will not be as widespread as the rest of the world but that is also my point to help connect people and spread the community
 - - I mean the Carpentry is still in its budding stages in India from what I have heard, so it would not only be teaching the coding but establishing the fundamentals of carpentry communities
- - Sarah Stevens: recusing self since I submitted a bid and therefore have a conflict of interest.
- - Bianca Peterson: also recusing self due to involvement with venue bid submitted for Cape Town Lodge (SA)
- - Sateesh : Also recusing as I am an alumni of the venue bid from India
- - Ouso: What's our time frame like, how about we assign people to check on all this stuff visa for

the venues that are already in, that way we cover ground?

- Sarah: prohibitive cost based on last years budget?
- - Things/criteria to consider:
 - - cost of visas,
 - - immunisation,
 - - proximity to an airport
 - - childcare possibilities - is there a room on site, are children allowed on site
 - - is local support available
 - - size of the venue
 - - ... all the questions we asked in the form
- Sateesh: (India) one downside that I can think of right now is that the carpentry and open science community will not be as widespread as the rest of the world but that is also my point to help connect people and spread the community
- I mean the Carpentry is still in its budding stages in India from what I have heard, so it would not only be teaching the coding but establishing the fundamentals of carpentry communities

Order or criteria for CarpentryCon2018 from Fotis: visa, cost, accessibility, an engaged local person or a group of helpers (not necessarily from the committee or from the Carpentry community) in that order - the least number of countries that require visa for the venue country, check ticket prices from various points around the world, proximity to the airport.

3 more days for the venue call - we'll discuss the venue bids more on the next meeting

Sarah: design a rubric for ranking venues or do we poll the community? Is there a committee that it would make sense to task this with? I'm wondering if the committee has differing opinions on what are the most important features? Or if we all agree <- this would make it easier to make a rubric of course.

Sher - could ask content sub-committee.

Bianca: as other who organised events.

- specific venue requirements for child-care?

- Feedback from sub-committees:

- Program:

- 1st draft:

https://docs.google.com/spreadsheets/d/1AhnQUs2acSWsdg20B718wYllmuSUGgiyxDyPvm_tC0s/edit?usp=sharing

- A copy of CC2018, but Conference Dinner and Poster Reception has been switched. Feedback (debrief document) stated that people were too tired and jet-lagged and wanted to find a bar to get something to drink and just relax. I (Bianca) think it's a good idea, because people can get to know each other on the 1st night. On the other hand, we could move it to Day 3, so that the conference ends with dinner to give people time to reflect on everything (and say goodbye). However, an extra night (accommodation) will then have to be arranged.

General notes:

- Sher! think about dates for CC2020

Action Items:

- Start looking over bids which we have recieved so far.

- Bianca: Google poll for theme suggestion: top 5 suggestions and free text field alternative suggestion - include other suggestions as well

1. **Fostering growth through inclusivity**
2. **Growing an inclusive community (or Growing our community inclusively)**
3. **Building Our Capacity Together**
4. **Computational research skills to the last mile**
5. **Growing Inclusive, Computational Communities and Leaders**

- Ouso: design a rubric for ranking venues

- Everyone: give feedback on Program draft

- Bianca: add brief descriptions to events on program - what is a skill-up, a workshop, a breakout - Sarah: Maybe the workshops were really 'co-working' sessions? If I recall?

- Everyone: Find a chair for next week (not Bianca!)

- Next meeting: Tuesday, June 11th, 2019, 17:00 GMT

Next Call (TF Meeting #10) : May 14th, 2019

17pm GMT (San Francisco Tue 10:00, Thessaloniki Tue 20:00, Melbourne, Wed 03:00)

<https://www.timeanddate.com/worldclock/fixedtime.html?msg=CarpCon2020+TF+Meeting+%2310&iso=20190514T20&p1=170&ah=1&am=30>

Attending:

- Sarah Stevens
- Ouso - running a little late
- Silvia
- Serah
- Bianca
- Sher!
- Ana
- Jessica

Apologies:

- Anne
- Mina
- Marco (I will do my best to arrive on time)
- Sateesh

Notetaker: Bianca Yay Thanks Bianca!

Agenda:

- Website and Outreach Report out

- - Website review + Going live w/website - <https://github.com/carpentrycon/carpentrycon2020>
- - Proposing using Github issues for sub-committees, need permissions, labels, and teams - <https://github.com/carpentries/carpentrycon>

- Communications Report out

- - Email template asking for bids (please send out to individuals you think might be interested in applying) - https://docs.google.com/document/d/1WRn0OewMUYnEsZf1Y5MUssOuxKsI5csdzga_Zm4keps/edit

- Sponsorship
- Venue Bids (<https://docs.google.com/forms/d/12i-7JS3TC8PT03PtU0GsJXaBGreTAfulm4IVWEsB3nE/>)

Minutes:

- Website and Outreach Report out
 - Please review the website and put issues in the Website GitHub repo:
<https://github.com/carpentrycon/carpentrycon2020>

Trying to figure out how to take ownership of carpentrycon.org

Sub-committees should place issues on the CC GitHub repo:

<https://github.com/carpentries/carpentrycon>

Currently CC2020 team with 5 people; Serah will add anyone else who needs to be added

The idea is to add sub-committee teams so that a specific sub-committee can be notified of issues, e.g @CC2020-communications team can be notified of any communications-related issues (by creating issue on GitHub); this will allow sub-committees to work asynchronously

Fotis: Somebody from The Carpentries gave a few people permissions to do pull requests on the repo; not sure who gave permissions; mostly Fotis, Malvika, Mark and Carpentries staff (Belinda, Tracey, Serah); did not need to change ownership or create teams;

Forgot to mention. We had a policy/practice for PRs: the one who did the PR should tag the person to review and merge. So basically, we were happy if there was just one "+1" content-wise.

We will be meeting the 2nd Friday of every month

- Communications Report out

Email body template and venue bid form links above; everyone on the TF can use it to reach out to potential people that might be interested

- Sponsorship

Sher! will update documents with things that were discussed in past two meetings. The next meeting Sher will present the updated material from the Sponsorship. Currently, not high priority until the date and location is in order.

- Venue bids

We have 3 bids; Sarah will be putting in a bid as well; new deadline for venue bids not yet settled in last call;

Serah will put announcement out in newsletter on 28th of May - suggest to move deadline to May 29th/30th

Emails should get more responses than tweets, etc. on social media; suggest that deadline should be 4th of June, then TF has one week to review bids in order to discuss it at the meeting on the 11th

Sher! suggest May 31st (Friday) - OFFICIAL DEADLINE!

Use email body and bid form link:

Email body:

https://docs.google.com/document/d/1WRn0OewMUYnEsZf1Y5MUssOuxKsI5csdzga_Zm4keps/edit

Bid form: <https://docs.google.com/forms/d/12i-7JS3TC8PT03PtU0GsJXaBGreTAfulm4IVWEsB3nE/>

- Program sub-committee

Slack channel has been created, but to accommodate Mina, we will be working asynchronously via email. Mina is not able to do Slack due to country restrictions. The sub-committee will meet in the next 2 weeks and compile a rough program outline to be presented at the next TF meeting.

- Others

If your sub-committee has not yet met, be sure to contact the co-chairs and set up a meeting

Has the Content Development sub-committee discussed the theme yet? No.

Try your best to try and attend the meetings, read the minutes and pay attention to action items. Once the date and venue for CC2020 is set, we should hit the ground running. TF is quite big, but attendance has not been too great.

Action Items

Everyone - Send your github id to Serah - slack or email

Everyone - Customize and send the email template asking people to submit bids - Deadline May 31st

Sarah - Put minutes for this meeting together

Committee co-chairs - find a time to meet with your subcommittee

Next Call (TF Meeting #9) : April 30th, 2019

17pm GMT (San Francisco Tue 10:00, Thessaloniki Tue 20:00, Melbourne, Wed 03:00)

<https://www.timeanddate.com/worldclock/fixedtime.html?msg=CarpCon2020+TF+Meeting+%238&iso=20190430T20&p1=170&ah=1&am=30>

Attending:

- Marco
- Silvia
- Ouso
- Mark
- Sateesh (travelling joining in via audio)
- Anne
- Serah
- Sher!

Apologies:

- Sarah
- Malvika
- Christina
- Bianca
- Ana
- Mina

Agenda:

- Venue Bids (<https://docs.google.com/forms/d/12i-7JS3TC8PT03PtU0GsJXaBGreTAfulm4IVWEsB3nE/>)

- we only two option at the moment. One in South Africa and the other one in Canada. Ouso: the next course of action with the bidforms may be able to guide on whether we extend the deadline and by how long, considering also the time constraints.

Sher then suggested to have at least 4 possible location and to extend it since we don't have a date for the Con yet.

- Ouso will generate an email template for one-on-one reaching out by this Friday
- Sateesh: the new deadline should be about the end of June.
- Sher suggested we should also send informal messages like posts in twitter, email or messages. She will do the first one. Just to be sure that people are aware we are still looking for responses.
- Sateesh: We should pick up different platforms every two days to avoid spamming all together everywhere. +1 Serah
- We should highlight that hosting the Conference will not cost anything to them and Anne will modify the form to capture this. <-- Done: added a sentence: "Venue expenditures will be fully covered by The Carpentries".

- Theme

https://docs.google.com/forms/d/1D5gpY2YvxIe17wFNH2sYErVvQ_cfSveeuUOGCx8jA_U/edit#responses

- Sateesh: we don't have to push the theme bids too much until we finish the Venue process.
- So far it is not top priority and we don't want to spam too much. We leave the theme suggestion open but we don't push it anymore.
- Were there theme bids last time? This could help us gauge how many to expect this time round
- Mark: there was no theme bid last time, just refinement from discussions
- Sateesh: Go slow on the theme bid, capitalise on the venue bid
- Mark: Narrow down to about three themes to publish out to the bigger community and ask people to make choices. We already have 9 suggestions and we can start working from that.
- We can give these suggestions to the program subcommittee but everybody should also have a look at it. The subcommittee has to come up with a short list that has to be suggested during the next meetings.

- Sub-committee Updates

- Serah and Sher had a meeting last week ---> we will get support by the team of Carpentries and they decided who is going to be the Staff Liaison for each of the subcommittee. See the list below.
- Sher! and Serah to provide zoom meeting space for the different sub-committees as outlined below
- Serah: sub-committees to schedule their meetings early for blocking on Sher!/Serah zoom rooms; they use the same for their day-to-day work
- Serah : created a notes folder for the all subcommittees.
- All the chairs have to create a communication channel in slack and to invite all the member
- Marco: we still have to communicate more using the email since not so many people are confident in using slack. Anne remind us that this was what we agreed during the first meeting.
- Sher: create emailing list for each subcommittee by 1st May
- Serah: The sub-committees should ideally schedule zoom meetings on the form in about 2 weeks (soft deadline); sub-committees to decide on their meeting times before the next TF call
- Sher : we can use the next meeting to highlight what each sub-committees has to do it. This means each sub-committees has to meet or discuss before the next general meeting

- Staff Liaisons

- Website and Outreach - Serah Rono
- Communication - Serah Rono
- Budget - Serah Rono / Sher!
- Program - Sher!
- Content development - Serah Rono/Sher!
- Accessibility - Sher!

- Zoom Rooms for use by subcommittees
 - Complete form if you haven't already: <https://forms.gle/zRtmzHwNW2KWQ7nu9>

- - complete the form if you need to use the Zoom room to be sure nobody else is using the room at the same time.
- The subcommittees have to decide when to meet. --- > One subcommittee has to give a single response so they have to agree on a specific time and day before submitting the request.

- Communication Channels

- Ouso: there is need to acknowledge communication for things to keep moving forward with everyone looped in.

- Meetings
 - Subcommittee Meeting Notes Folder: <https://drive.google.com/open?id=1JJmXSxj6HvulrkEcBhwk2Jogl5afdtjQ>

- Sher : we need to reach all the chairs with persnalised emails in regards to sub-committee organization, besides the general emails with minutes. We don't know if they all read the minutes
- The next meeting will be on the 14th of May and Silvia will chair the next session
- Anne: do we have to put the minutes still on Git hub? -- > Ouso: has deposited on both drive and Github previously, the latter is however the ultimate repository for all communications
- Marco: is it better to have a single place to be sure that nothing is lost.
- Mark: we put the google drive to store the information we don't want to share with the community yet and we should use the github when we want to share information. +1 all
- The finalize minutes they have to go on Github
- Ouso: to whom do we action the addition of minutes that are not on Github, session chairs or one person?
- The minutes that are missing so far will be added to Github by the chairs of the sessions.

Next Call (TF Meeting #8) : April 16th, 2019

17pm GMT (San Francisco Tue 10:00, Thessaloniki Tue 20:00, Melbourne, Wed 03:00)

<https://www.timeanddate.com/worldclock/fixedtime.html?msg=CarpCon2020+TF+Meeting+%238&iso=20190416T20&p1=170&ah=1&am=30>

Attending:

Sateesh Peri
 Silvia
 Anne
 Sher!
 Ouso
 Bianca
 Mark
 Ana
 Marco
 Fotis

Apologies:

Sarah Stevens
 Mina

Agenda:

- Communication: committees should self-organize and then at least one member of each subcommittee should report back to TF

- - Suggestion: Sub-committees meet/work on tasks via Slack/e-mail, then report back to whole TF via e-mail (summary of tasks done).

- Review call frequencies

- - Call frequencies can stay the same if sub-committee members take turns to attend TF meetings to report progress. Chairs of each sub-committee should attend each TF meeting. In order to make important decisions, it is imperative that everyone try to attend these meetings.
- - Q: can we use the zoom room for inpromptu sub-committee meetings? Sher!: we can use her zoom room, but she will find out if there is another zoom room available for us to use. Schedule on the etherpad or Slack - let Sher! know so that she can block it on her calendar. Sher! will also check with Serah Rono whether we can use her zoom room.
- - Consensus: keep call frequencies the same (for now at least) until important matters have been finalised, such as choosing a venue (country)!

- Website

- - Bianca created issues and pull requests to fix broken links and add missing links.

- Promotion of bid forms

- - Silvia - can help with promotion of bid forms in the Open Science Radio (with a podcast about it).
- - Sateesh: we can start with tweets using Hootsuite
- - Ouso: can The Carpentries help with promotion? Everyone should tweet and promote.
- - Sher!: communications sub-committee should work with Serah Rono to get things going. The Carpentries uses Hootsuite - send tweets (wording) to Serah Rono and she can help send out tweets.
- - Ouso: we should promote on Facebook as well.
- - Only 1 response for venue bid and 6 responses for theme bid
- - We should aggressively push communication regarding bids (on social media and discuss mailing list and general slack channel)
- - Fotis/Sher!: directly target potential sites that we may like and have them fill out the bid form! Fotis - got 5 bids last year through this process. Anne: make sure that they know that we will support and help them to complete the bid. Ana: sent targeted emails to Mexico, Costa Rica and Argentina.
- - MAYBE: on next community call introduce CC2020 in the first 5 minutes and direct them to the website - mention bid forms. Sher! will ask Kari if this is possible.

- Requesting help with a blogpost for Carpentries Community discussion

- - Sateesh requests help with wording about how Carpentry workshops can be made more eco-friendly (applies to CarpentryCon as well). Blog post with short description with YouTube recording.

- Sponsorship

- - Sponsorship Suggestions - https://docs.google.com/forms/d/1ftw8g-f2A8Oaxpeaz_0uOisP8Mn0lDpMpvI1TKTDOLw/edit

- - If you have a contact that may potentially be a sponsor, fill out this form. At least get minimal contact details in order for Sher! to contact them.
- -Potential Sponsors List -
<https://docs.google.com/spreadsheets/d/1ILfCFXUwcG5vWeHFWdcUv5syIbKS8zHVlxMZd9zFupc/edit#gid=0>
 - - List of potential sponsors from last year, some of which could not sponsor CC2018, but might be interested in sponsoring CC2020.
 - - Fotis: The issue I see is that, as we don't have a venue, it might be a bit tricky to contact (and convince) potential sponsors.
- -Sponsorship Prospectus 2018- https://drive.google.com/file/d/1PISgz3y8A1mCwGH6r-xi8MJugfL_fatO/view?usp=sharing
 - Examples:
 - Pycon: <https://us.pycon.org/2019/sponsors/why-sponsor/>
 - SciPY: https://docs.wixstatic.com/ugd/2826fb_798f2b8a16a14b1fb3578e56ce6cb36c.pdf
 - OpenCon: <https://www.opencon2018.org/sponsor>
- - Sher!: Reaching out to conference organizers to compare tiers, etc.
- - Sher!: We can do 3 sponsorships valued at \$15,000 each, instead of \$25,000.
- - Mark: suggestion: look at biggest sponsor from CC2018 (= \$19,500), and tier down from that amount.
- - Sher!: it would be great if sponsors are not restricted to specific areas/items, since we might get a lot of money for one area, and not enough for another. General sponsorships would be best. We should ensure that we can offer benefits.
- - Mark: dinners can be sponsored by vendors
- - Bianca: really liked Pycon sponsorship prospectus, especially small business discount and flexibility options.
- Others
 - - There should be sign-off on meeting minutes - hold people accountable

Minutes:

Action points:

- Sher!: update CC2020 prospectus based on discussions and include "small business discount" and "flexibility" sponsorship options (like Pycon)
- Sher!: send e-mail (as liaison) to remind TF about meetings
 - -Reminder to meet in btwn TF meeting with Subcommittee
 - - Chairs are responsible to attend meeting (if cannot attend, send a representative)
 - -Make sure member from each sub-committee is available
 - -Create private slack for subcommittees
 - -Read minutes if you missed the meeting: (Create sign off sheet)
- Communications sub-committee: draft email for promotion of bid forms
- Next meeting: April 30th, 17:00 GMT
- Chair for next meeting: Silvia

- Silvia: send an email to TF mailing to see if someone wants to chair the next meeting, otherwise she will be available

Next Call (TF Meeting #7) : April 2nd, 2019

17pm GMT (San Francisco Tue 10:00, Thessaloniki Tue 20:00, Melbourne, Wed 03:00)

[https://www.timeanddate.com/worldclock/fixedtime.html?](https://www.timeanddate.com/worldclock/fixedtime.html?msg=CarpCon2020+TF+Meeting&iso=20190402T20&p1=170&ah=1&am=30)

[msg=CarpCon2020+TF+Meeting&iso=20190402T20&p1=170&ah=1&am=30](https://www.timeanddate.com/worldclock/fixedtime.html?msg=CarpCon2020+TF+Meeting&iso=20190402T20&p1=170&ah=1&am=30)

Attending:

Sateesh Peri
Silvia
Ouso (Chair)
Ana
Christina
Bianca
Jessica
Marco

Apologies:

Sarah - I'm happy to take a task or two if there are things to be done. Assign me some! :-D

mina - At this time I'm in another meeting, I also missed the previous meeting. From the week ahead, I can take more time to do a task. Please let me know if there is a task for me.

Malvika
Anne
Mark
Alek
Gabriel

Agenda:

1. The website - acknowledgments, updates, reviews, discussion:
<https://carpentrycon.github.io/carpentrycon2020/>
2. Brainstorm on responses to availability and time of Con
3. Promotion of bid forms - strategies
4. Review call frequencies?
5. Map out next course of action
6. General updates, questions etc

Minutes:

- The website - acknowledgments, updates, reviews, discussion

- - <https://carpentrycon.github.io/carpentrycon2020/>
 - - Links in header of website are a bit dark (difficult to see)
 - - Some links are broken and some links are linked to old forms - update in next 2 weeks
 - - Past events: listed last year's conference, but it is not linked. Link it to last year's conference.
- Brainstorm on responses to availability and time of CC2020
- - <https://goo.gl/forms/ZLG3DMUrGKqBAcZT2>
 - - Only 4 responses currently - everyone should please fill out this form to indicate availability for CC2020
- Promotion of bid forms - strategies
- - Deadline moved to 29th, and next meeting on 30th
 - - Should be advertised and distributed to get feedback from community
 - - Ouso: Attach common hashtag to every tweet, so that activity can be filtered according to hashtag
 - - Christina: Hootsuite tool to automate tweets
 - - Sateesh: have seen how hootsuite is used, will be able to figure it. Important to also distribute on Facebook - not everyone is on Twitter. Get a designated person from communications to help with Social Media. [Added after meeting by Bianca: Sarah and Mina, since you volunteered to be assigned a task, would you mind helping Sateesh and Marco strategize about promotion of bid forms on social media?
 - - Ouso: does Hootsuite work with Slack, etc.? Sateesh: yes, it is definitely worth our time to do this. Pre-configure tweets, etc.
 - - Marco: iconosquare (could be another software to manage social media — a bit expensive). I will ask whether other cheap software are available. Compare with Hootsuite (is this free?).
- Map out next course of action
- - Christina: Finalise tiers for sponsorships; think about how we will organize information about different events/sessions of the program
 - - Sateesh: Make sure there is equality and diversity in keynote speakers; on twitter lists of potential speakers are being posted - can start discussing this and think about potential speakers (pending the theme); identify potential speakers on twitter and compile a list
 - - Jessica: currently organizing a conference, and they sent out a call for people that may be interested in being keynote speakers - people contacted them if they were interested; we can put out a call like this at a later stage
 - - Silvia: we have a lot of calls at the moment; suggestion: compile a list (as Sateesh suggested) instead of putting out a call
 - - Ouso: agrees with Silvia, also note that the community gets involved with this too
 - - Silvia: Slack messages have become a lot and it is not organized into categories, e.g. communications, program, etc.
 - - Bianca: concerned about important information that may be lost in Slack, since we initially decided that important information will be shared via email
 - - Sateesh: there is an option in slack to "pin" items to the channel, which makes them easy to find for all the important links
 - - Jessica: suggest that subcommittees can create private Slack channels to work on responsibilities, e.g. budget subcommittee
 - - Ouso: subcommittees can discuss and work on Slack and then summarize discussion and send summary to CC2020 mailing list - then TF does not have to read through whole detailed thread. Agrees that flow of communication becomes broken on Slack - keep threads neat
 - - Silvia: this is very important and should be the 1st point on the agenda for the next meeting

- Sponsorships

- - Bianca: Will the amounts for the different tiers be the same as they currently are? Too high? Concern: if the tier amounts are too high, we might lose potential sponsors. Once we accept sponsors at current tiers, we have to stick with these amounts. Discuss this when Sheri is available.
- - Silvia: amounts are the same as last year, but they got several sponsors (according to budget), so amounts seem to be okay.
- - Ouso: keep in mind that some sponsorships came in late.
- - Jessica: Other European conferences have the same amounts for sponsorships - seem to be the standard for European countries.
- - Marco: how many sponsors did we get last year? How much income was generated from sponsorships?
- - Compare to CC 2018: <http://www.carpentrycon.org/>
- - Silvia: maybe propose that amounts are adjustable/flexible, especially for small companies.
- - Bianca: if people are able to sponsor an X amount and it falls between 2 tiers, offer a personalised list of benefits (combination of benefits of 2 tiers).
- - Jessica: keep in mind that some companies (from other countries) may need to pay tax on top of the sponsorship, and that discourages them from sponsoring events.

- Review call frequencies?

- - Silvia: Only 5 members left at the moment, we should discuss this with the rest of TF, what was the rationale
- - Ouso: was basically depended on the window between now and the deadline of bids, and if need for a meeting in between was necessary, also basing on this call's outcomes
- - Bianca: probably the sub-committee idea will help with fewer TF call in the future

- General updates, questions etc

- - Jessica: at each meeting at least one person of each sub-committee should report back on progress - Bianca +1
- - Ouso: subcommittees can then ask information/input they need from rest of TF, etc.
- - Silvia: budget is dependent on sponsorships; social media discussions should be discussed with communications team
- - Sateesh: committees should self-organize and then report back to TF

Action Points:

- Bianca: Add link to a google doc with full list of questions to the venue bid form, so people don't have to click through and fill in the questions to see all the questions. (From reviewing community Call)- resolved, thanks
- Bianca: Here is a shortened pre-filled link to the venue bid form that will allow you to view and/or pre-fill the whole form: <https://tinuurl.com/y2v2x7w7> [Bianca added after meeting: the "Copy of Bidding_template" gives more detail about information that should be considered when bidding a venue: <https://docs.google.com/document/d/1WHOdExihv23YI2IZbr7ttFy340xmWFPgXSlNpQd786g/edit>]
- Bianca: add issues for things that need to be corrected on the website.
- Everyone: fill out form to indicate availability for CC2020: <https://goo.gl/forms/ZLG3DMUrGKqBAcZT2>
- Sateesh: will help with technological aspects of Hootsuite, but need help from rest of TF to come up with contents of the tweets/posts
- Marco: find out about alternative (possibly cheaper) software available for automating social media

posts

- [Bianca added after meeting: Sarah and Mina, will you be able to help with this? See more detail in minutes above under section "Promotion of bid forms - strategies"]- Sarah: Sure! I can put this on my list to get done before the next meeting. -Mina: definitely, I will be aligned with Sarah
- Everyone: identify potential keynote speakers and compile a list
- Next meeting: 16th April 2019, 17:00 GMT
- Next chair: Ana (will have to confirm; may have a course); Bianca will be back-up chair
- Communication sub-committee to liaise on advertisements/promotions
- Ouso: do the minutes

Next Call (TF Meeting #6) : March 19th, 2019

<https://www.timeanddate.com/worldclock/fixedtime.html?msg=Carpentries+Discussion+Session&iso=20190319T18&p1=%3A>

Attending:

Ana Costa Conrado
sateesh peri
Mark Lauferweiler
Anne Fouilloux
Serha Rono
Ouso
Fotis Psomopoulos
Aleks Nenadic

Apologies:

Sarah Stevens

Agenda:

We will have a short meeting (30 mn) right after the CarpentriesConversations and we will focus on feedbacks/suggestions from the Community:

- Venue and theme suggestions
 - Greener Carpentry2020 event: How to lower our environmental impact during CarpentryCon? Shall we add a question to venue bid?
- Sponsorship form
- Organizing documents and folders (see slack message from Aleks; reported below)
- Web update (<https://github.com/carpentrycon/carpentrycon2020>, see issues)
- AOB

Minutes:

Suggestion: add some info/graphs about the previous CarpentryCon 2018.

Discuss about which information to add on the website about Carpentry (in terms on statistics i.e. gender, geographical area, etc.) as it can help for sponsorship.

Information at

<https://carpentries.org/blog/2018/06/programmatic-assessment/>

<https://github.com/carpentries/assessment>

Google documents:

Organizing documents and folders:

1. "CarpentryCon 2020" google drive folder is at:

<https://drive.google.com/drive/folders/1RfAi8rqGFP5jmlGlnFI0Oa3oXpvz5KJo> (you may need to request access to it).

2. We want to move venue bid and theme suggestion forms (from

<https://drive.google.com/drive/folders/1y3n0CsqZAzUiS4J4T0uRipn3EkV0iP8h>) and other bits scattered around people's personal drives there too. I have not done this as it needs to be agreed/approved by the others but could be mentioned at our TF call later today.

3. I have created a spreadsheet inside the "CarpentryCon 2020" Google drive folder from 1 for TF members to put their contact/github/gmail/slack details (and anything else that we may need):

<https://docs.google.com/spreadsheets/d/1gQaUkwGKU-5tiqcByrHPis9Jj-U8Qvfq1sSuZPxRGtQ/edit#gid=0>

4. There is also a "Sponsorship" folder inside "CarpentryCon 2020" too, where will start putting documents related to sponsors, who chases who, etc.

(sorry for the long message)

we all agreed to move it

New members to the CarpentryCon task force: overall we agree

Action:

- to discuss next meeting: blog on sponsorship: different forms (travel grants, etc.) come with your ideas.

- Website: one landing page + link to previous carpentryCons.

- Action (Aleks): investigate how to create diagrams for showing information about Carpentries (statistics such as gender, geographical area, etc)

- Action: we need some actions on moving venue with and theme forms and a few other bits to our new Google drive folder

Anne: Ask Bianca, Sarah and Malvika to move documents

++++

Add full pdf: (FP) is it this one https://drive.google.com/open?id=1G_yxbTX6BIYtjVHcN2GliyjB6FIJvKZX ?

Next Call (TF Meeting #5): March 5th, 2019

9am Pacific / 17pm GMT / 19pm EEST (San Francisco Tue 9:00, Thessaloniki Tue 19:00, Melbourne, Wed 04:00)

<https://www.timeanddate.com/worldclock/fixedtime.html?iso=20190305T20&p1=170&ah=1&am=30>

Attending:

- - Ana Costa Conrado
- - Sateesh Peir
- - Silvia
- - Sarah Stevens
- - Ouso (though travelling and not sure whether my destination has reliable internet)
- - Bianca
- - Mark
- - Anne Fouilloux
- - Malvika Sharan
- - Gabriel
- - Jessica

Apologies:

- - Marco: I have an appointment with my son doctor at 16:30 GMT. I have no idea how long it will take. I may join for the last part of the call
- - Mina
- - Serah Rono
- - Sher!

Agenda:

- Finalize the venue bid form

- Bid template form 2018:
https://docs.google.com/document/d/1iLfRSnRJ_J7laBhFAQsMgjiX_P5v3BFtQ4f5WaMZQ8/edit
- Bid form 2018:
https://docs.google.com/forms/d/15MwQlucsR3H13QTNBmVHqUzlx201olldBNtxZV_ExsU/edit
- Bid form 2020: <https://goo.gl/forms/v8m5YLdT7KWHAUfs2>

- **questions for venue-bid form:**

- Q) Is there adequate AC for the expected number of participants (~150)? *
- comment: I didn't understand this question....it seems yes/no but a number answer is required
- response:
- Q) Can they offer the room for extra days?
- comment: i am not sure what room are we referring to here
- response:

Everybody seems to agree on it.

- Finalize theme suggestion form

- https://docs.google.com/forms/d/e/1FAIpQLSdfWzhfQezlgZUrageieEnRpHmm2JdOqkXi-yWLlk5uwxgqwg/viewform?usp=send_form

Do we need to add more information about the objective to make sure we target the right community and theme.

- As an idea, the theme of the RDA Plenary is "With Data Comes Responsibility"... :)
- Add another question about their area of research/idea/keywords (free text) around which the theme can be formulated, e.g. FAIR data principles
- We might get some ideas that we haven't thought about previously
- Let them elaborate on their suggested theme
- Anne: idea for theme about reproducibility and FAIR data
- Sarah: will brainstorm on theme ideas at local Carpentries event
- Finalize Malvika's blogpost
 - - Release this on March 12
- Topic and activity for Community Call: Malvika & Fotis
 - This will be open for everyone in the community to attend, we can use this opportunity to get people interested
 - Specifically, we can welcome their ideas on theme and venue
 - - Think of a breakout activity that will allow people to collect these idea
 - - Action: we need to let Kari know of the two times that the call will take place on the 19th of March (one could be during our planned call). Discussion should be led by one of the new members of the TF.
 - - Community call have a session where everyone talks, and then have breakout sessions to have them think about specific things - can community CarpCon ideas
 - - Proposed times: 17:00 GMT +1 (Host community call: Sateesh and Anne)
 - - Second call: either much earlier or much later (+-7 hours) than this call (check with Gabriel) (Host community call: Gabriel) - choice in time should include people from Australia, New Zealand - might be on the Wednesday (on our calendars) - confirm with Kari
 - - will be able to host the second call if it is -7 hours (i.e. 10:00 UTC) on the 20th | Gabriel and Sarah are available at this time (10:00 UTC) on the 19th
 - - Agenda for community call will be finalised on Slack during the next week or 2

- Sponsorships update - Form for contacting potential sponsors:

<https://goo.gl/forms/hFoMejuQbu3HcXyV2>

- - everyone can fill in the information (organization, contact person/website, location etc.) who they see as potential sponsors
- - The sponsorships could be money, swags, other benefir for the conference attendees
- -List of Potential sponsors:
+1<https://docs.google.com/spreadsheets/d/1ILfCFXUwcG5vWeHFWdcUv5syIbKS8zHVlxMZd9zFupc/edit#gid=0>
- - Sher! will begin drafting letters to send to potential sponsors once we have location and date
- - Sher! can change some of the language if needed to make it more inclusive for the community
- - Malvika will add link to sponsor form in blog post
- - Bianca: will sponsorship levels (amount of money) will be the same? Sher! - we can discuss this at next call (2 April) **NB!!!**

- Website update

- Anne: tried to move repo to carpentrycon

- Bianca: Got hold of Belinda regarding changing ownership of the 2020 repo - waiting for reply/feedbacks

- Anne: would like to know which documents we can link to website or what information we can add, it still looks a bit weird

- Malvika: create github face page (README) with link to previous CarpCon website - can change it to 2020 website later

- Bianca: rather do "skeleton web page" and add information as we get it - Anne, Ana and Bianca will work on this - should be ready for the community call (19th)

- Identify co-chair roles for Gabriel and Jessica

- - <https://github.com/carpentries/carpentrycon/blob/master/README.md>
- - Gabriel is fine with being co-chair for Accessibility - will also help with communication and any other area where help is needed
- - Jessica is fine with being co-chair for Budget - will also help with the Program

Community Call Agenda

- Venue Bid form
- sponsorship form
- theme-suggestion form
- advertise blogpost

Action Points:

- Anne: ~~add free text question to theme bid form by Friday~~
- Malvika: ~~Blog post should go out a week from now~~ - add link to sponsor form to blog
- Anne, Bianca: update website before community call on the 19th (and ask Web team to contribute)
- Next call: March 19th, directly after the community call to debrief/discuss for 30 min
- Host for next call: Anne
- Fotis updates Kari of the community calls: 17:00 UTC and 10:00 UTC
- Sarah: ~~meeting minutes~~

Next call: February 19th, 2019

9am Pacific / 17pm GMT / 19pm EEST (San Francisco Thu 09:00, Thessaloniki Thu 19:00, Melbourne, Fri 02:00)

<https://www.timeanddate.com/worldclock/fixedtime.html?msg=CarpentryCon&iso=20190122T19&p1=1428&ah=1>

Attending:

- - Sher!
- - Mina
- - Fotis (will be traveling at the time, so connection issues are to be expected)
- - Marco
- - Bianca
- - Gabriel (I am having challenges connecting. I get connected but Zoom freezes and I can't hear anything)
- -
- - Anne Fouilloux
- - Sarah Stevens
- - Christina Koch
- - Ouso
- - Serah Rono
- - Malvika: will most probably be delayed
- - Silvia: sorry I am sick but I will be listening (feel better Silvia)
- - Mark
- - Ana
- - Sateesh Peri

Apologies:

- Jessica, Aleks Nenadic

Agenda:

Review action points from previous call

- Bianca/Fotis - progress on venue bid form review

- Bid template form 2018:
https://docs.google.com/document/d/1iLfRSnRJ_J7laBhFAQsMgjiX_P5v3BFtQ4f5WaMZQ8/edit
- Bid form 2018:
https://docs.google.com/forms/d/15MwQlucsR3H13QTNBmVHqUzlx201olldBNtxZV_ExsU/edit

- - Fotis and I haven't had time to talk yet
- - Information about nearest airport
- - Venue itself
- - Nearby services (food, hotels, etc.)
- - Bianca: Add "Professional development in computation research" (or similar) in Section 1 of bid form; --> this is not really about "professional development" per se, but rather the ability of the venue to provide space for a poster session
- Section 3 (Description of venue) - add question about quiet/prayer rooms <-- endorsed by Christina. :)
- Section 5 (Accommodation / Location / Travel) - Also add question about transport available to shopping centers
- According to debrief doc, Malvika recommended max 150 people - add that to the bid form
- Question about suggested time for CarpentryCon - should this be during school holiday or in a specific season?
- -Ouso: we need to narrow down our conference dates to a specific month to help with planning and outreach to broader community
 - - Mark: May was the end of semesters in the states/northern hemisphere, and was pre-southern-hemisphere start of calendar. Biggest problem was banking holiday (in Dublin)! (ended up being a non-issue)
 - Used a tiered process, went back to favorite venues to ask for more specific times after had a general idea of what times we wanted to aim for.
 - have to consider the task force schedules as well! :)
 - Also did pre-survey (would you come if it was in X, Y, Z, and at this time of year, A, B or C?)

- Sateesh: next call, figure out what when the task force members are free / when would be a good time for us?

- Fotis: We should start by looking at venues first before deciding on timelines that fit --> Sher: would still like to get ahead of this (action item below)

- - Carpentry community call in **5th March*** - focus on CarpentryCon - can ask some questions about venue and then get/give targeted information
 - Community calender: <https://carpentries.org/community/#community-events>
 - - Serah: CC2020 theme will not be on agenda for 5th March - she will notify us on slack
- - Fotis suggests we should aim for 150pax max attendance, rather than 250pax
- - Sher: be proactive and check TF schedules - if you know when you will be busy, then it's easier to decide on time frame
- - Mark: bid form doesn't have to include ALL the questions or be perfect. Pitch: why do you want to come? Think thematically, not programmatically, e.g. professional development, specific topic, etc.
- - Malvika wrote blog, and will send out to community, also doing bid for theme: <https://docs.google.com/document/d/1Ssw-A7TU6LB8JFEahl11QgB4gZBzKD8D2534mc7g-Bc/edit>
- - Everyone's comments should be in by Friday so that we can finalise the bid form
- - Appoint person to represent at community call, since CarpentryCon2020 will be on agenda
 - Not from the 2018 TF....:)
- - 1st CC theme - working locally, connecting globally - reached community to make sure program was meeting their needs
- - Anne volunteered to create form for theme bid, Sarah S. can help -> will have a draft ready by Friday, ready for input

- - Sher: pick our usual time slot to schedule community call to have many TF members present --> maybe in four weeks? March 19?
- Anne - progress on website
 - - Github repo: <https://github.com/BinxiePeterson/carpentrycon2020>
 - - Rendered website: <https://binxiepeterson.github.io/carpentrycon2020/>
 - - Project: <https://github.com/BinxiePeterson/carpentrycon2020/projects/1>
 - - Anne, Bianca, Ana have started to update website for CC2020, but need to add one or two sections (not clear what we should add) -> let us know what we should add
 - - Ouso: need for specific sessions to be added? Sher: accessibility and inclusion should be added, but everything else was included - team can decide what needs to stay and what needs to be added
 - - Anne: contact section is more detailed
 - - Sarah/Christina: add specific contact details about specific responsibilities, e.g. website queries go to Anne :)
 - - Mark: 2 communication avenues - website and GitHub (direct people there for specific contact person), but it would be great to have it on the website as well. Slack channel - people could ask for contact details - other people could see this (if they had the same question, avoids duplication)
- Sher - update on any sponsor recommendations received, contacts
 - Nothing to update right now. Serah + Sher will be creating a plan (and form!) soon.
 - - If you have potential sponsors - send details to Sher so that she can reach out to them
 - - If you contact anyone, cc Sher!
- Malvika - briefly mention the blog on the theme: <https://docs.google.com/document/d/1Ssw-A7TU6LB8JFEahl11QgB4gZBzKD8D2534mc7g-Bc/edit>
 - - Create simple form for theme bidding (see above)
 - - If everyone agrees, the blog post can be launched
 - - Finish review of venue and theme bid forms by Friday
- Malvika and Fotis: Explaining structure of the TaskForce and how we will organize ourselves further: https://github.com/carpentries/carpentrycon/blob/master/roles_and_responsibilities.md
 - - Have some experience on what worked and what not - transfer to new TF and be available to support, but TF should take ownership of their responsibilities
 - - No rejections for Malvika and Fotis to be advisers/guardians/???
 - - Next round the current TF members can help onboarding new members - in that way Sher doesn't have to do all the onboarding
 - - Will keep TF on track, but let them make mistakes and learn as well

Action points:

- [All]: Review bid form by Feb 22 and give feedback to Fotis and Bianca paying special attention to details CC2018's bid might have missed and that we should add for CC2020's bid form
- [Serah]: Send out a form to TF to confirm schedules and availability for CC2020
- [All]: Attend community discussion on March 5 --> will probably be later in the month, talk about the bid, discuss venue and other details in the call with the community
- [Sarah and Anne]: Make a theme bid form to link in the blog post -> By Feb 22nd
- [Sher]: sponsorship form --> one week from now: 26 Feb
- [Ouso]: meeting minutes
- Next TF call: March 5, 17:00 GMT
- Next TF chair: Sarah Stevens +1

Previous call: February 5th, 2019

Call #1: 9am Pacific / 17pm GMT / 19pm EEST (San Francisco Thu 09:00, Thessaloniki Thu 19:00, Melbourne, Fri 02:00)

<https://www.timeanddate.com/worldclock/fixedtime.html?msg=CarpentryCon&iso=20190122T19&p1=1428&ah=1>

Attending:

- Bianca Peterson (will chair the next meeting)
- Silvia Di Giorgio
- Mina Zamani
- Malvika Sharan
- Fotis Psomopoulos
- Sarah Stevens (will have to leave ~15 min early for next meeting) no problem! :-D
- Sateesh Peri
- Aleks Nenadic
- Anne Fouilloux
- Ouso
- Marco Chiapello
- Ana Costa Conrado
- Sher!

Apologies:

- Gabriel Salubi: I will be late as I am on my way home and would arrive after the meeting has started +1
- Mark Lauferweiler: Emergency all hands at work. +1+1

Agenda points:

- Discussing the Task vs time file to check everyone's availability:
<https://docs.google.com/spreadsheets/d/19fQVryoEXcpjcPT6chmBpmhlKKR7he7itQf-ball1U/edit?usp=sharing>
 - Everybody should pick one or more responsibilities. We don't need any names now, but we should all have a look at the file. This has to be done prior the next meeting.
 - Some tasks are important now - have to be dealt with / addressed immediately (e.g. bid for venue, etc.) - some should be discussed by committee, some by community.
 - Let people know we are opening bid up for venue.
 - We have been stalling for past 2 meetings for TF to find some responsibilities where they would want to contribute.

Areas of responsibilities

1. Website and Outreach (incl merchandise)

- Anne Fouilloux (Co-chair)
- Bianca Peterson (I am not good with social media though)

- Malvika Sharan
- Sarah Stevens
- Aleks Nenadic (Co-chair)
- Marco Chiapello
- Ana Costa Conrado (help with website)
- Mina Zamani (can help with website and social media)
- Serah Rono (staff liaison)

2. Communication

- Sarah Stevens (Co-chair)
- Ouso (Co-chair)
- Bianca Peterson
- Malvika Sharan
- Sateesh Peri
- Mina Zamani
- Gabriel
- Serah Rono (staff liaison)

3. Budget

- Silvia Di Giorgio (Co-chair)
- Anne Fouilloux
- Ouso
- Sher! (staff liason)
- Serah Rono (staff liaison)

4. Program

- Marco Chiapello
- Sateesh Peri (Co-chair)
- Silvia Di Giorgio
- Sarah Stevens
- Bianca Peterson (Co-chair)
- Aleks Nenadic
- Mina Zamani
- Sher! (Staff Liason)

5. Content development

- Marco Chiapello
- Silvia Di Giorgio
- Aleks Nenadic
- Anne Fouilloux
- Ana Costa Conrado (Co-chair)
- Sher! (Co-chair)
- Serah Rono (staff liaison)

6. Accessibility

- Malvika Sharan (Co-chair)
- Silvia Di Giorgio
- Ouso
- Mina zamani
- Gabriel
- Sher! (Staff liason)

For each area we need to find a chair and sub-chair.

1. Website and Outreach - co-chairs: Aleks Nenadic and Anne Fouilloux
2. Communication - co-chairs: Sarah Stevens and Ouso
3. Budget - co-chairs: Silvia Di Giorgio and The Carpentries support/Sher
4. Program - co-chairs: Bianca Peterson and Sateesh Peri
5. Content development - co-chairs: Ana Costa and Sher!
6. Accessibility - co-chairs: Malvika Sharan and On-site volunteers (will need later)

Left budget and accessiblity with only one chair for now:

- We will have support from The Carpentries for budget
- Malvika is a member of CoC committee

Website and Outreach - Urgent

Communication - Not

Budget - Urgent

Program -

Content development -

Accessibility -

Venue coordination -

- Find 2-3 people with time commitment vs experience who can chair the committee (can change/rotate over time)
 - I (Bianca) missed this point (chairs for COMMITTEE) on the agenda - only decided on chairs for areas of responsibilites
 - Add to top of agenda for next meeting - Ouso: Noted Bianca, let's take care of it at the next call

Minutes from the discussion:

Few priorities: Future meeting for the CarpentryCon 2020

- Website design: Allow adding new categories so that participants can refer to the website for all the info (last time it was criticized that we had info in emails, website, slack, git)
 - We should have some idea for the theme + rough outline of the website (include in bid) - also add small blurb
 - The old website exists, please have a look for improvement - a basic information website should be enough for getting the bid out
 - Bid + website can be done in parallel and other tasks can start

- Anne, Bianca, and Ana will start working on website based on last year's website
- Bid for venue
 - Have the bid out for venues soon as possible, because it takes some time and back and forth communication between interested parties
 - Bid template form 2018:
https://docs.google.com/document/d/1iLfRSnRJ_J7laBhFAQsMgjiX_P5v3BFtQ4f5WaMZQ8/edit
 - Bid form 2018:
https://docs.google.com/forms/d/15MwQIucsR3H13QTNBmVHqUzlx201olldBNtxZV_ExsU/edit
 - Anyone could fill out a bid, but we had some targeted cases for good venues
 - Link for places that were considered last year -
<https://docs.google.com/document/d/1mqCgbBIPxYLRIW3otLTnBXmnUONF6OXJ-r0CvmJhI3E/edit?usp=sharing>
 - Bids for venue was open for 6 weeks
 - Can reuse the bid form from last year and edit it (in the CarpentryCon Google drive)
 - Overall Debrief Document (CC2018):
https://docs.google.com/document/d/1sm1saUP6gtSkBrhTBE_8LKmK_PMaEmp_UUkx9WOW4oA/edit#heading=h.rgoeqrnkpr3q
- Theme for the CarpentryCon 2020
 - Last year's theme was Building Locally, Connecting Globally
 - Common repo for all the files:
<https://github.com/carpentries/carpentrycon/tree/master/CarpentryCon-2020>
 - Suggestions:
 - Bianca: Each person come up with at least one suggestion - Bianca will send out link to add suggestions to Google Doc
 - Idea for theme: "Computation research at your fingertips: from the classroom to the community"
 - Malvika: Having community suggestions/bids for themes - everyone agrees!
- Sponsorships: Sher!
 - Check with Sher/Elizabeth about the remaining amount from 2018 as a start point and list their sponsors online
 - Also add previous sponsors online
 - Serah (Carpentries community engagement lead) will also be working on this
 - If you have organizations or persons who you think would be interested in donating or sponsoring CarpentryCon, put them in touch with Sher (sheraaron@carpentries.org) or send a link to Sher
 - Announcement for venue bid
 - Deciding on the criteria: See the debrief document (link at line 8 of etherpad)

Action points:

- Bidding on theme (Blogpost by Malvika)
- Planning for bidding on venue (Bianca, Fotis) (everyone look through the bid form and debrief to think about modifications)

- Getting the website started for next call (Anne)
- Send Sher possible sponsorships (everyone)
- Next meeting - Tuesday, February 19th at 17:00 GMT (slotted for an hour and half, if need be)
- Next meeting will be chaired by Ouso

Sateesh: do we have a slack? Yes, kindly insert your slack ID below

Silvia: reiterated that the main channel of communication was agreed to be emails

Bianca: For quick communications or questions slack would do

The slack channels are: Private (Planning CarpCon); Public (For the larger community), see below

Sher: Suggesting a 1.5-hour meeting

We will wait for the bid forms to return

For venue bids: priority is accessibility, travel costs

Malvika: Suggest 6 weeks for venue bids

Sher: the same parameter will always be under consideration for venue, which may mean the CarpCon is held at relatively the same time

PUBLIC - #carpentrycon

PRIVATE - #carpentrycon2020-tf

IDs for slack:

perisateesh@nevada.unr.edu

BinxiePeterson

anacos@student.matnat.uio.no

chiapello.m@gmail.com (Marco Chiapello)

anenadic

Minaster.slack.com(aster.andro777@gmail.com)

We decided that email will be our primary communication channel - send all links via email for record keeping. Use slack to quickly make announcements to the whole team.

Last Calls

Tuesday, 22 January, 2019

Call #1: 11am EEST (San Francisco next day 01:00, Thessaloniki Thu 11:00, Melbourne, Thu 18:00)

[https://www.timeanddate.com/worldclock/fixedtime.html?](https://www.timeanddate.com/worldclock/fixedtime.html?msg=CarpentryCon&iso=20190122T11&p1=1428&ah=1)

[msg=CarpentryCon&iso=20190122T11&p1=1428&ah=1](https://www.timeanddate.com/worldclock/fixedtime.html?msg=CarpentryCon&iso=20190122T11&p1=1428&ah=1)

Attending:

- Malvika Sharan
- Silvia Di Giorgio
- Ouso D.
- Jessica Upani
- Fotis Psomopoulos

Apologies:

Agenda - Discussion:

- Welcome the new members
 - Discuss the availabilities of the members
 - - Silvia: More or else available
 - - less hours in the beginning and more towards the end
 - - Jessica: has organized a lot of conference, last meeting had 120 people
 - - Comfortable with all the aspects of organization
 - - Both would not like to directly work on the website
 - - Ouso: I have not had experience with org large conferences, but workshops. The more reason I would love to have a great experience with org'ing this one
- Q&A related to CarpentryCon documents
 - - Didn't have time to have a look
- Sher will be the the Staff liason
 - - will have designated time to work on CarpentryCon
- How do we think the TaskForce would like to work/communicate this year?
 - - Organizing the tasks properly from the beginning
 - - Report progress to the team even though not working together
 - - Emails as the main channel of communication
 - - Ouso: support the subdivision of the TF into potfolios, as major as they be, then those potfolios have leads and members
- How did we communicate in past?
 - (Malvika, Fotis and Sher)
 - - 2 calls for two time zones in the beginning
 - - Agenda were pre-defined
 - - discussions were similar in two calls
 - - The summary of the calls were updated on github
 - - We had to decide when to have common call (making big decisions like choosing venue etc.)
 - - Subtaskforce worked indepedently but kept the full committee informed by email
 - - Staff support came in wherever needed
 - - Ideally we will try to figure out where will we need the Staff time to be contributed
 - - Other communication channel were Slack
- TaskForce members should discuss off-meeting about how they would like to go on
 - Fotis: Who will chair the TaskForce: spamming people by agenda point, planning meetings and above all email everyone
 - Sher: Someone will have to follow up on the TaskForce calendar
 - Ouso: believe any other form of comms, besides virtual-live meeting, are important, but virtual-live meeting are ultimate
 - Sher: Ideally one call but have to make the meeting efficient

Action points

- Ouso will do the poll in the evening call for finding time zone to figure out how to proceed with the meeting
- Malvika will make the Taskforce channel and invite everyone there
- Silvia and jessica will lead the evening call: and add the agenda in the line 122 onward

Call #2: 9am Pacific / 19pm EEST (San Francisco Thu 09:00, Thessaloniki Thu 19:00, Melbourne, Fri 02:00)

<https://www.timeanddate.com/worldclock/fixedtime.html?msg=CarpentryCon&iso=20190122T19&p1=1428&ah=1>

Attending:

- Malvika Sharan X
- Christina Koch
- Sateesh Peri X
- Mina Zamani X
- Gabriel Salubi X
- Mark Lauferweiler X
- Anne Fouilloux (may be a bit late as I am teaching until 19pm EEST)X
- Ana Costa Conrado X
- Bianca Peterson X
- Silvia Di Giorgio X
- Sher! X
- Ouso X
- Fotis Psomopoulos (might be late) X
- Jessica Upani X

Apologies:

- Christina Koch - ARGH, sorry all, I had another scheduled right at the top of the hour and forgot about this one. :((((

Agenda - Discussion:

- Identify best ways of communication among the TaskForce members
- Discuss everyone's experience and what they want to get out of organizing the conference.
- Identify possible teams and their responsibilities.
- Debrief document
- Discuss possible country to host the conference.

Introduction

- Silvia: Italian, in germany, PhD researcher
- Bianca: SA, Post Doc in Pharmaceutics
- Gabriel: SA, Post Doc
- Sher: Staff Liason, will work closely with us
- Mark: Uni Oklahoma, Lib, Old Guard, TaskForce 2018
- Ana: Oslo, Masters in Computation Science, R maintainer DC

- Ouso: Nairobi, Bioinfo Student
- Malvika: TF 2018
- Mina: Iran, Data Scientist, helper
- Anne: Uni Oslo, teaching duties

1. Identify best ways of communication among the TaskForce members

- - Slack, email,
- - We would aim to make a team effort collectively
- - Finding a time zone will be useful, see below
- - Would this call work for everyone? +1+1

2. What would you like to gain from joining this committee?

- - Bianca and Jessica: Have enjoyed organizing the workshop: catering, venue, registration, logistics
 - - have a lot of experience and will be able to contribute a lot in navigating
- - Silvia: would like to learn how to organize bigger events
- - Mina: some experience with local organizing
- - Ouso: No prior experience but have organized training workshops, is available to help out

3. Identify possible teams and their responsibilities (see the action point)

- Chairs have to be involved with all the members, emailing, check the progress of the entire team, emailing and taking notes and sharing with everyone
- We will get help from Sher as a liason but have to think about the time investment carefully
- Based on the time commitment we will choose 2-3 co-chairs

4. Debrief document of TF-2018 (see the action point)

- Bianca: got very excited about the debrief document :)))
- - a few important points:
 - - using keywords in the theme: Computation, skill, professional development, upskill
 - - Sponsorships: Hard lesson learned: start early, have levels of memberships: see this: <https://software.ac.uk/ccmcr19>
 - - Mark: As did us. we wished to have started about 3-4 months earlier.
 - - Ask-me-section on the name badge
- - Anne and Bianca: Would like to develop website and venue bids
- - Anne:
 - - Theme: focus on the new members
 - - will motivate people and give purpose
 - - Malvika and Mark: you have to make finding theme as a recurrent topic of discussion
- - Bianca: Idea for theme: "Computation research at your fingertips: from the classroom to the community"

5. Discuss possible venue to host the conference (see the action point)

- Slack does not have to be the primary way to communicate.
 - - we have an open CarpentryCon channel for the entire community
 - - we created a TF2020 channel where each of you will be invited (it is a close channel)
- emails and github are the best way probably to communicate. but we should find the proper way for us

- - we have an email list for the TF members
- - Ouso: Topicbox

6. who will chair the next session?

- - keep one call: Tuesday 17 GMT
- - the lead of the discussion will rotate
- - next call: 5th February +1+1+1 +1+1 +1+1+1+1, 17 GMT
- - next chair for the dicussion: Bianca

- Action points:

- - Malvika: Create a document with all the responsibilities and allow putting time as the time line
- - Everyone should be able to go through the debrief document to understand their responsibility
- - Everyone should be able to think about what they would need in the next venue
- - Malvika will send the template of notes and email for GitHub with the group
- - Silvia will update the notes on GitHub
- - Bianca will send the email for next meeting around in the mailing list

TimeZone Polling; to evaluate the possibility of a single call. Kindly your name and your time zone in GMT. . .

<i>NAME</i>	<i>TIME ZONE(GMT)</i>
• Malvika Sharan	+1
• Silvia Di Giorgio	+1
• Ouso D.	+3
• Jessica Upani	+2
• Fotis Psomopoulos	+2
• Christina Koch	-6
• Sateesh Peri	-8
• Mina Zamani	+3.5
• Gabriel Salubi	+2
• Mark Laufersweiler	-6
• Anne Fouilloux	+1
• Ana Costa Conrado	+1
• Bianca Peterson	+2

Time commitment:

- - how much time will you be able to give to the TF incoming month
 - Malvika Sharan - on and off 1-2 hrs - would like to do blogging and outreach
 - Mina Zamani - 1 hour/week(Feb);then more
 - Gabriel Salubi (One hour weekly for the next month)
 - Mark Laufersweiler 1 hour
 - Anne Fouilloux 1 hour per week; can commit more towards the end
 - Bianca Peterson X beginning: 1 hour/week (currently still on maternity leave); from March onwards: 2-3 hours/week
 - Silvia Di Giorgio X beginning : 1 hour/week from April I will be more
 - Sher! X
 - Ouso X at least an hour per week

- Jessica Upani - 3 to 4 hours per week.
- Ana Costa Conrado X 2 hours/week until June/July, then more after
- Sateesh Peri - 1 hour/week
