CORAL Web Committee Agenda & Minutes
Agenda – September 1, 2016 10am EST

(Meetings are scheduled 10am EST on the first Thursday of the month)

Attendance:
Scott, Kat, Louisa, Xiaoyan

1) Announcements – help@coral-erm.org
- Going to both committees (Steering & Web Committees)
- Next time Scott gets one, will forward to make sure Web Committee members are receiving…
- Roles of CORAL Listserv vs Coral Help email?
  - Different types of users with various levels of tech abilities. Some ppl prefer to reach out to one email vs post on the listserv to a group…
  - Especially security related concerns with CORAL modules - send to help@coral-erm.org email address.
  - Provides single point-of-contact email for any inquiries

2) Governance
- Scott to create webpage and put these policies on the website.
- Also to come - how to determine the chair for each committee will be outlined (2 yr terms)
- Within next month, need to decide if anyone else other than Scott is interested in serving as chair of Web Committee, if so - will set up a voting process.

3) Media/File Manager for WordPress - Louisa
- Demonstration: plugins for Media/File Manager.
  - Chosen b/c easiest: auto-updates URLS, can easily move content.
    - The left is the destination. Create folder and open up folder you'd want the file on the right size to go into.
  - Content can be chosen from what is already uploaded? Need to investigate how to upload from our individual computers/Google drive? (*maybe upload to flat file directory, from there you can choose which directories to move/organize*).
  - Does everything always show up on the right side? The right side shows the file structure. If something is in a folder, you will have to click into the folder.
  - What other types of files (other than images?) will we be needing to upload/manage? pdf
  - File size limit? Will have to check with Paul on what the upload limit is on the hosting server
- Scott to talk to Paul (BibLibre, admin of server) about getting this plugin installed on the production website
- Alternates:
  - Media Library Plus: did not update URLs so would have to reinsert image to update URL of current location of image.
  - Enhanced Media Library: organizing images by assigning categories. No subfolder function

4) CORAL Documentation Project
  a.) Setting up the software and overview of the workflow process
  b.) Next steps

i.) Setup Work Environment
- Need Python installed IF you plan to help building HTML webpages. May not be necessary for all members to have installed on their computer...
- Scott says should be easy to install, but ask if you need any help
- 2 Python applications: Sphinx & CommonMark
  - Sphinx: documentation generator. Restructured files & Markdown files
  - CommonMark: utility allows use of Markdown file format integrated with restructured files
- Markdown Pad 2: allows you to edit as well as view what "public" view looks like (split screen). Many other editors available --- use the one you prefer…
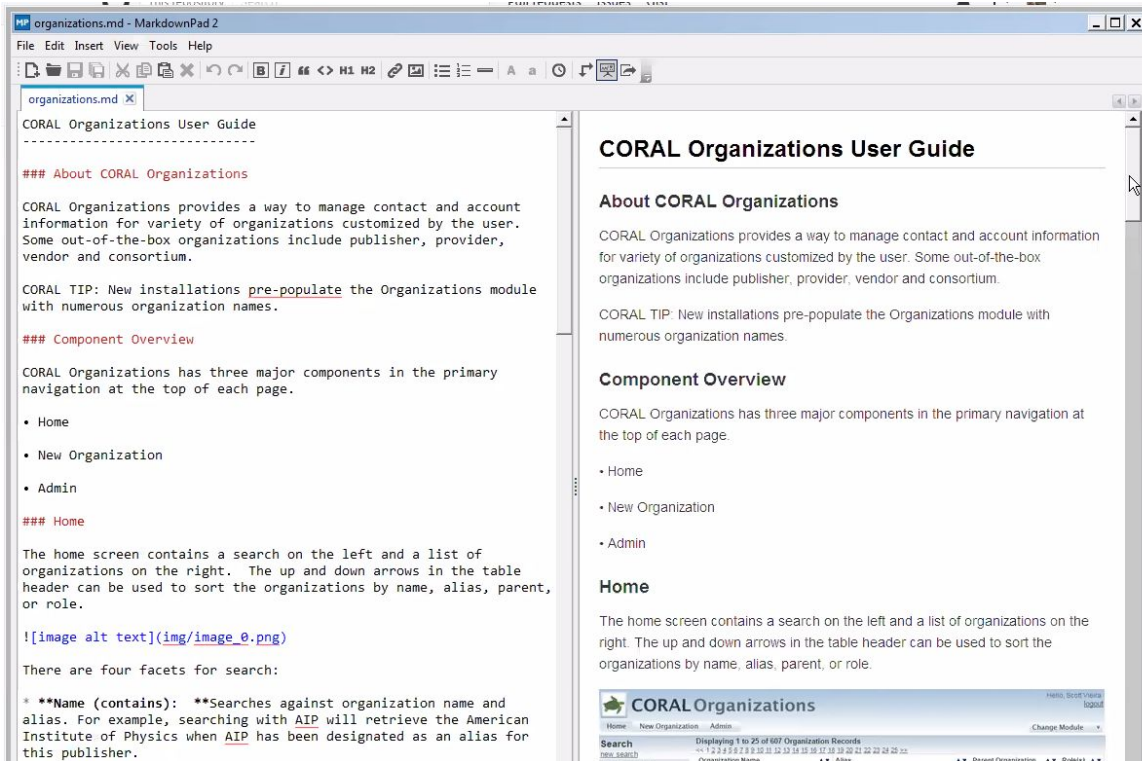
ii.) Learn the workflow process for GitHub
- Create GitHub account if you don't already have one.
  Send Scott your username and he will invite you to collaborate.
  - Everyone who wants to have rights to merge changes (master file), we will all be able to. Outside users requesting changes can pull a copy, make changes and then send them back in a "pull request" and then Web. Comm. members can review/approve/make more changes, etc.
- Create a branch so that we will each have our own branches (not the master). Your branch will be a clone of the master
- Once you make changes, you will make a request to merge your changes into the master document.
- SOURCE file --- the one you will change
  - .rst = restructured file format
  - .md = markdown file format
- Img folder: upload all images there. Note: we need to setup image guidelines for consistency.

- Command line prompt: (see below for command line instructions)
- Set up account on readthedocs for hosting documentation on github and do a build. When we're ready to go live, Scott will create a CORAL version of readthedocs. Should be able to set this up with URL of the domain of our website. It'll be seamless. Readthedocs provides indexing and ability to create a pdf doc.
- You can preview before pushing out to github - see build folder.
- Plan: get it set up and play with it for a week or so.

iii.) Continue updating documentation
- After that, we can make documentation changes right in the system. Would hold off making any more changes now.

iv.) Integrate latest documentation changes from the Licensing module
- Scott migrated the Org module changes. Will migrate Licensing changes.

v.) Sandbox for latest CORAL builds

vi.) Documentation versions
- Possibility to do translation

vii.) Installation documentation?

5) Anything else?

6) Next meeting Thursday, October 6.

Software Details

Python 3.5.2   https://www.python.org/downloads/
Git   https://git-scm.com/
Sphinx http://www.sphinx-doc.org/en/stable/index.html
pip install –U Sphinx
CommonMark   http://commonmark.org/
pip install commonmark
Markdown Pad 2 (free version) http://markdownpad.com/
Clone the Documentation repo
git clone https://github.com/scottvieira/Documentation

Basic Git Commands

Setting up clone of repo

Git clone https://github.com/scottvieira/Documentation

Create a new branch

Git checkout -b <newbranchname>

To change to branch

Git checkout <branchname>

To add files to github from local instance

Git add *.* (or files changed in folder, for example **git add *.md**)
        Note: If building html files, there will be additional file changes.

Git commit -m "<change description here>

Git push **https://github.com/scottvieira/Documentation**

<u>To build HTML files</u>

Make html   (Note: this requires Python to be installed)