
Subject: LEAP transcription pre-kickoff for test round

From: Adrian S. Wisnicki [REDACTED]

To: [REDACTED]

Cc: [REDACTED]

Bcc: [REDACTED]

Date: Sunday, April 13, 2014 3:02 PM

Dear LEAPers and LO enthusiasts!

I hope this email finds you well. Please read this email carefully. Over the last week or two, James Cummings and I have been working intensely on wrapping up the XML TEI ODD (one document does-it-all), and we are almost done. We've also passed the test imaging phase with U. Glasgow and should be getting images of Field Diary I soon. All of which means that we are nearly *really* ready to being transcribing for LEAP, for Justin's Missionary Travels project, and for all future efforts.

So the next steps are:

- 1) for me and James to wrap up the ODD early this week,
- 2) for us to deliver it to you as well as the new coding template (better but not that different from what we already have) early this week,
- 3) for you to review/read through the ODD (which is based on our existing cheatsheet, so won't be radically different, but more so enhanced and formatted better, and in linked HTML to boot) mid this week,
- 4) for us to have a "pre-kickoff meeting" (see below for suggested schedule) and
- 5) then to launch into test transcription for two weeks or so of Livingstone's Field Diary I (1866) and (me and Megan) the 1870 Field Diary, followed by 6) feedback on the ODD, and
- 7) kickoff of transcription proper.

What I am hoping for then, is to get the relevant files soon, for you to review them (won't take that long because, as noted, these are based on what we've already been using) and, ideally, for us to have the pre-kicks off according to the following schedule:

- 1) Late this week, say Thursday (17th) or Friday (18th): LEAPers (me, Megan, Kate, Ashanka -- Heather is traveling and might not be able to participate in the testing but I'll fill her in).
- 2) Early next week, say Monday (21st) or Tues (22nd): MT crowd (me, Justin, Kate)
- 3) Early next week, say Monday (21st) or Tues (22nd): LO enthusiasts (Jared, Angela -- not mandatory for you two, but I think you'd benefit from joining in the testing round; just let me know if that's OK).

So does this generally sound OK to everyone and, roughly, work with your schedules? Please let me know in a short email ASAP (just to me, no need to copy everyone). Otherwise, I'll be in touch soon. For now, I just wanted to alert you that this was coming and, keep in mind that the above is the *ideal* and depending on how things, we might need to slightly push back to early/late next week for the pre-kick off meetings.

All the best,
Adrian