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10-2021

Lessons Learned Managing Team Projects in a Pandemic: the Civil War and Reconstruction Governors of Mississippi Project

Elizabeth La Beaud

Austin Justice

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Lessons Learned Managing Team Projects in a Pandemic

the Civil War and Reconstruction Governors of Mississippi Project

Austin Justice – Visiting Digital Archivist, CWRGM

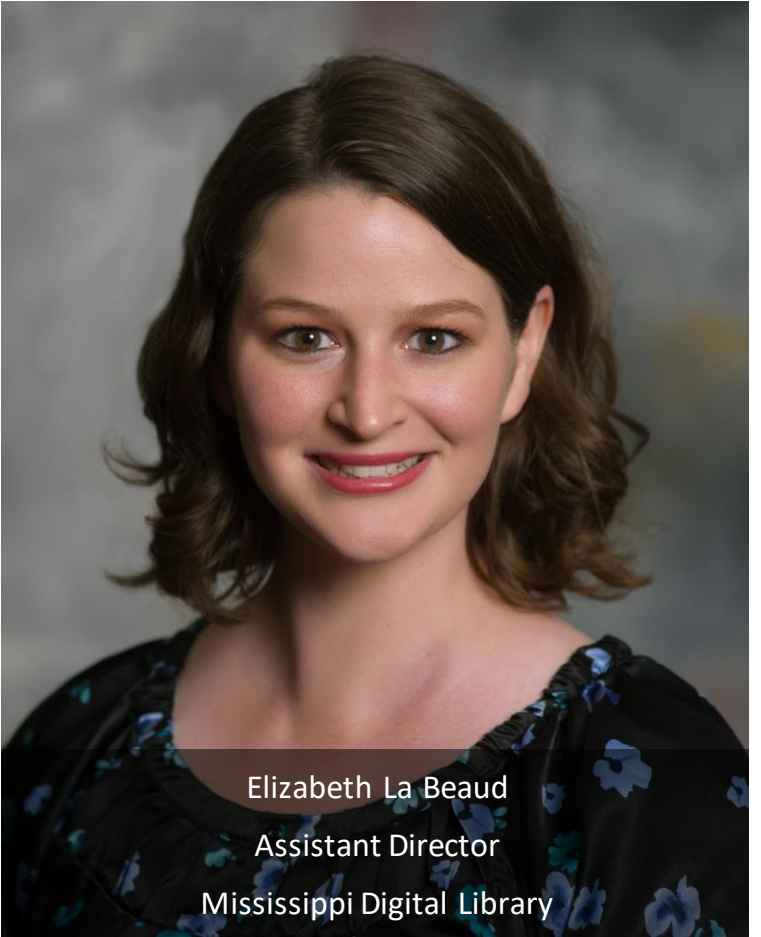
Elizabeth La Beaud – Assistant Director, MDL



Presenters



Austin Justice
Visiting Digital Archivist
USM Libraries | CWRGM Project



Elizabeth La Beaud
Assistant Director
Mississippi Digital Library

Civil War and Reconstruction Governors of Mississippi Project

Is a partnership between the Mississippi Department of Archives and History, the Mississippi Digital Library, and the University of Southern Mississippi, directed by Dr. Susannah J. Ural

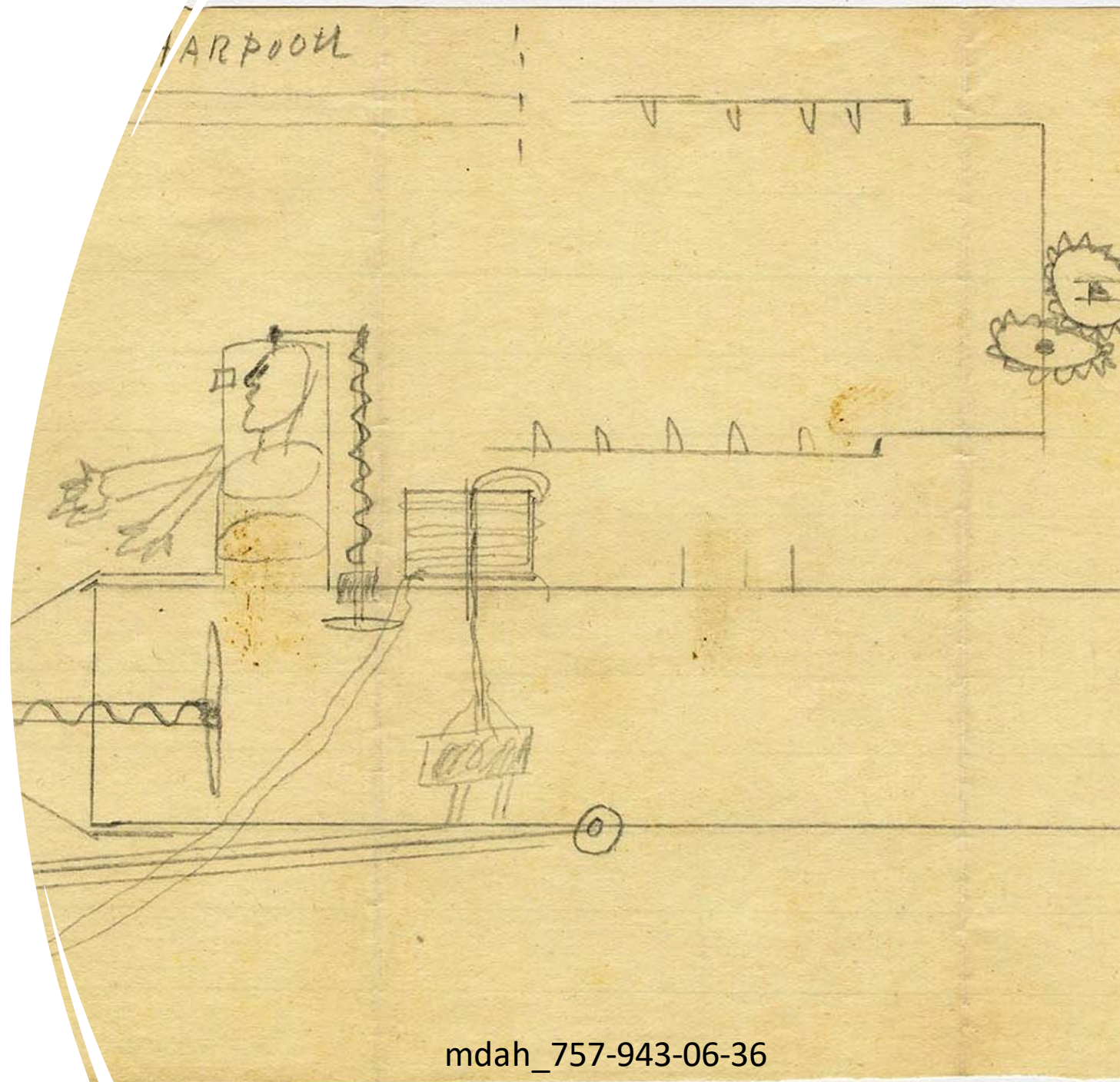
Background

- Expanded on similar projects
- Proof of concept
- Grant funded, NEH, NHPRC, Watson Brown Foundation, The Dale Center for the Study of War and Society
- Funding began 2019
- Hired Austin in June 2020
- Launched in June 2021



Scope

- **Nine Administrations, 1859-1882**
 - John J. Pettus: 1859-1863
 - John Marshall Stone: 1876-1882
- **20,000+ documents upon completion**
 - 3,000 documents currently available at CWRGM.org
 - Letters
 - Telegrams
 - Petitions
 - Illustrations
 - Legal Documents
 - Vouchers
 - Receipts
 - Legislation



Regional Collections with National Significance

- **Voices of diverse people across categories of race, class, gender, politics, and allegiance from secession through to early Jim Crow:**
 - Military Subjects
 - Wartime correspondence, planning, and innovation.
 - Issues and experiences of the common soldier and sailor.
 - Military families, aid societies, poverty, and struggles on the home front.
 - Disabled veterans, disease, and medical history.
 - African American Experiences
 - Emancipation and the fight for citizenship, representation, and inclusion.
 - African American military service.
 - Loyalty and Dissent
 - Unionist voices and draft resistance.
 - Mississippians serving in the United States Army and Navy.
 - Violence, crime, and insurrection.
- **Unprecedented Access and Usability**
 - Place-based education and lesson plans for K-12 educators.
 - Free digital access, searchability, annotations, transcriptions, and subject sorting for the public and scholars.

To His Excellency W. L. Sharkey, Governor of the State of Mississippi -

Your petitioner Lambert Moore (Colored) by his Attorney. Respectfully shows, that as evidenced by the enclosed receipt of J. R. McCasole Sheriff of Marshall County he has paid off & discharged the sum of Eighteen $\frac{25}{100}$ dollars, the same being stated in said receipt as "Revenue tax on three Hundred & sixty five dollars profits made during the war" Petitioner shows that during the war he paid his owner ~~Charles~~ Moore regularly a certain sum for hire, and continued said payments, until informed by his said owner that he must discontinue the same -

He states, that the said sum of three Hundred & sixty five dollars profits were made by his individual industry, while engaged in working for his owner, and paying him regular hire, and he submits the question to Your Excellency whether or not he should have been required to pay the taxes assessed upon him, when he was the slave of the said Moore.

He therefore prays Your Excellency that the said J. R. McCasole Sheriff of Marshall County be ordered to refund to petitioner the said sum of Eighteen $\frac{25}{100}$ dollars the sum paid as above stated -

Respectfully submitted
Kathryn Harris & Watson Attorneys
for Lambert Moore -

I ~~Charles~~ Moore certify that the above statement so far as the same relates, to Lambert Moore having paid me amount of hire is true. Given this day of September 1865 -

Austin E. Moore

I J. R. McCasole Sheriff of Marshall County certify that Austin E. Moore whose genuine signature is appended to above Certificate is a planter in this county of credibility and full faith & reliance should be given his statement,

J. R. McCasole, Sheriff

To His Excellency, Wm. B. Chandler, Governor of the State of Colorado

Dear Sir, I have the honor to acknowledge the receipt of your letter of the 24th inst. in relation to the petition of Lambert Moore (Colo) for return of Revenue Tax.

24 Volly Springs -
App of Lambert Moore
(Colo) for return of Revenue
Tax.

It is the duty of the Governor to see that the laws of the State are faithfully executed. In this regard, I have the honor to inform you that the petition of Lambert Moore for the return of the Revenue Tax is now before the Board of Tax Assessors. It is the duty of the Board to examine the petition and to report to the Governor. I have the honor to inform you that the Board has not yet reported on the petition.

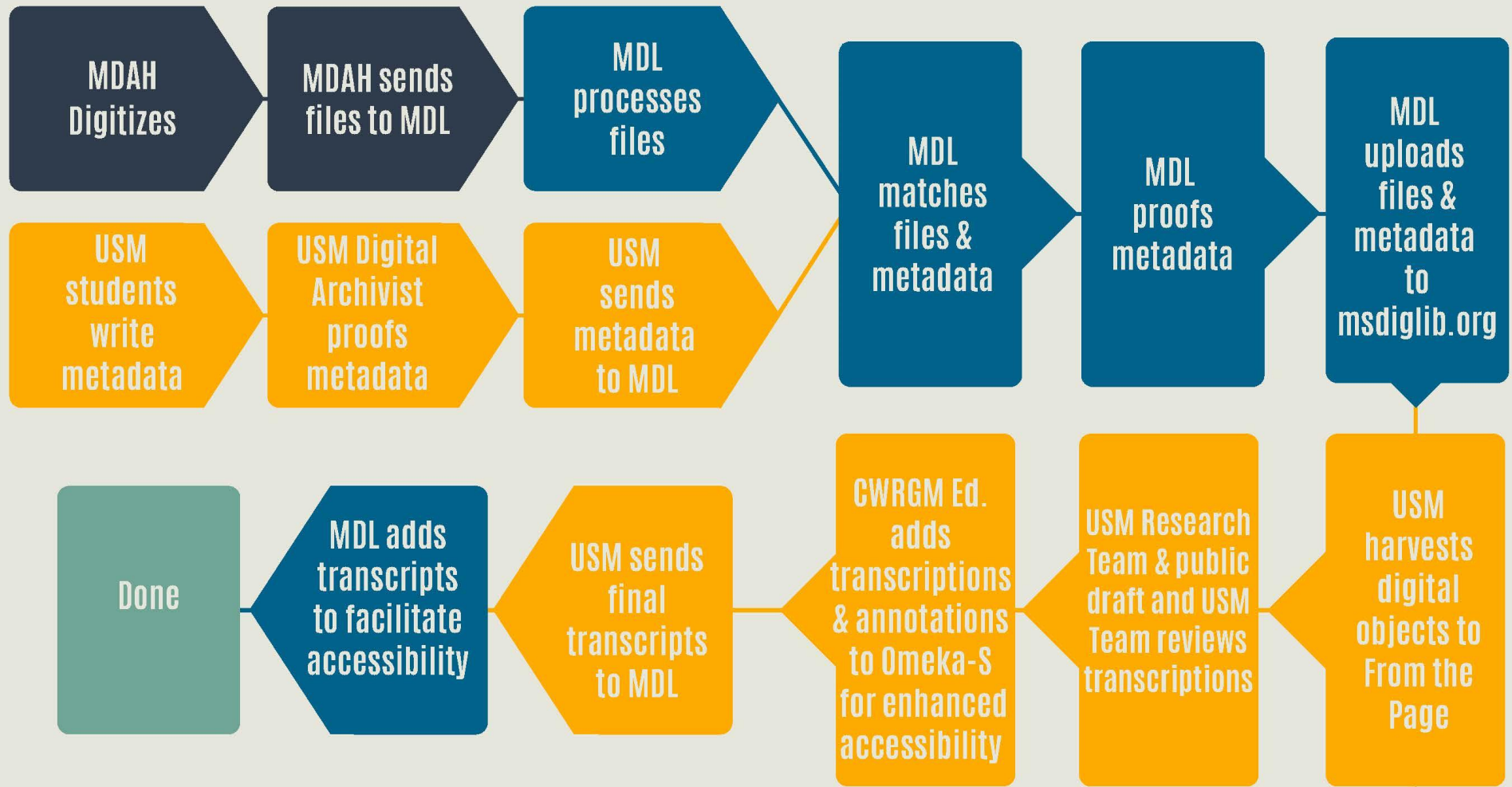
I have the honor to inform you that the Board of Tax Assessors has not yet reported on the petition of Lambert Moore for the return of the Revenue Tax.

Very respectfully,
Wm. B. Chandler

I have the honor to inform you that the Board of Tax Assessors has not yet reported on the petition of Lambert Moore for the return of the Revenue Tax.

Wm. B. Chandler

I have the honor to inform you that the Board of Tax Assessors has not yet reported on the petition of Lambert Moore for the return of the Revenue Tax.



CIVIL WAR & RECONSTRUCTION GOVERNORS OF MISSISSIPPI PROJECT WORKFLOW

Managing Students

- **Remote Metadata Training**

- Laying a foundation: training video series.
 - Three videos covering what metadata is and step-by-step metadata creation using CWRGM Metadata Guidelines and MDAH calendars in Google Sheets.
- Review and demonstration: live group Zoom session.
 - Review/application of video series content by collaboratively writing first metadata record as a group.
 - Group critique of a pre-written metadata record.
 - Introduction, demonstration, and tips for Library of Congress Authorities.
 - First solo metadata records + volunteers for group feedback.
- Hands-on practice and individualized feedback: first metadata assignments.
 - Assigning each student 10-15 documents with deadline for submission.
 - Close review of each student's completed drafts with notes, encouragement, answers to questions, and necessary revisions.
 - Repeat notes/revisions process for first 20-30 documents until student feels comfortable with metadata basics, LC Authorities, and relevant resources.
 - Assess each student's individual needs, progress, questions, detail, and level of comfort/ability.

Managing Students

- **Change-Over Challenges**

- Some students cycle on and off the project.
 - New students in Spring, Summer, and Fall.
 - 21 students total trained on metadata so far.
- New students need to be trained and brought up to speed.
 - Metadata training video series offers a foundation to bring each student up to a base level.
 - LC Authorities Reference Lists.
 - Google Workspace demonstration.

- **Remote Team Communication**

- Weekly metadata team meetings on Zoom.
 - Team updates.
 - Addressing questions and concerns—2-way conversation.
 - Continued team development through demonstrations.
- Email and Slack.
 - Metadata team Slack channel.
 - Direct Message and email options if students are not comfortable sharing information or asking certain questions in group settings.

Reference List for Library of Congress Subject Authorities: Frequently-Used Headings for CWRGM Metadata

Last Updated: 2021-09-16

Maintained By: Visiting Digital Archivist for CWRGM

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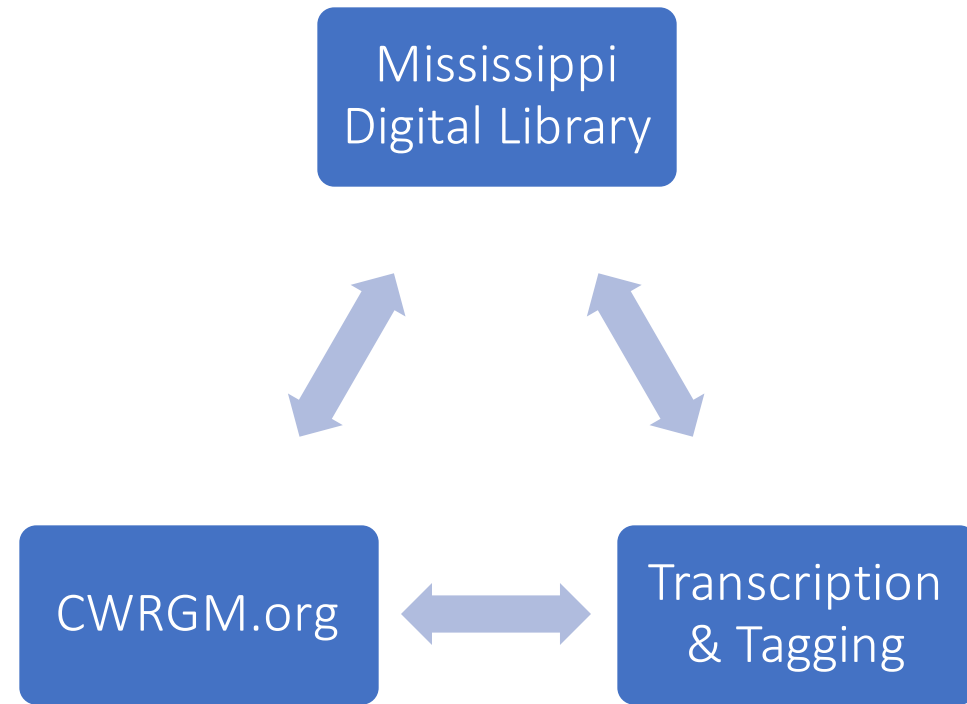
Managing Students

- **Lessons Learned**

- Don't assume that everyone is familiar with the tools or processes that you ask them to use.
- Recognize that students are, first and foremost, students.
 - They will make mistakes.
 - They will need extra guidance and help.
 - They are limited in the number of hours that they can devote to the project.
 - They will want (and **deserve**) some flexibility, time off, and leaves.
- Encouragement is key.

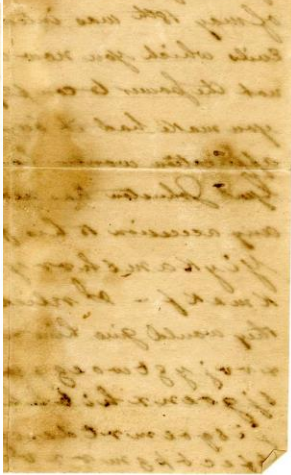
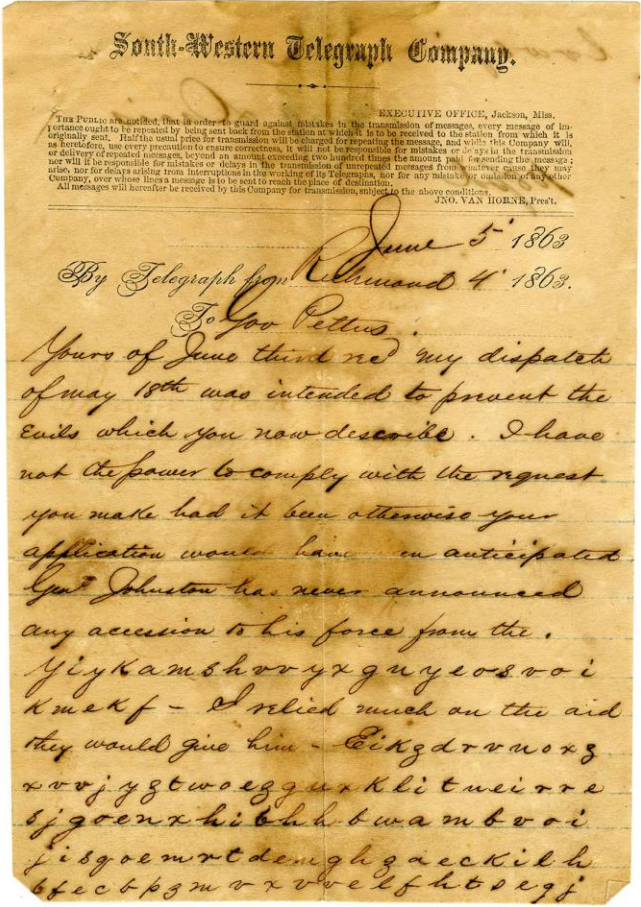
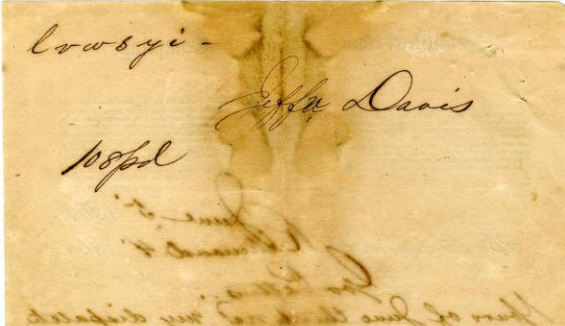
Technology Stack:

CONTENTdm
From the Page
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Effective Communication

- Emails vs Chats vs Phone Calls
- Slack vs Teams
- Assigning To dos
- Tracking spreadsheet
- Google Drive
- Regular meetings
- Zoom vs Teams



Tracking

2. CWRGM Tracking

File Edit View Insert Format Data Tools Add-ons Help Last cell was made 5 minutes ago by Susan@ohio.edu

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1		Received from MDAH		METADATA						MDL		Harvest to FTP			Transcript		
2		Download	Date	Draft	Date	1st Review	Date	2nd Review	Date	Upload	Date	Export	Ingest	Date	Draft	Date	1st Review
3																	
4																	
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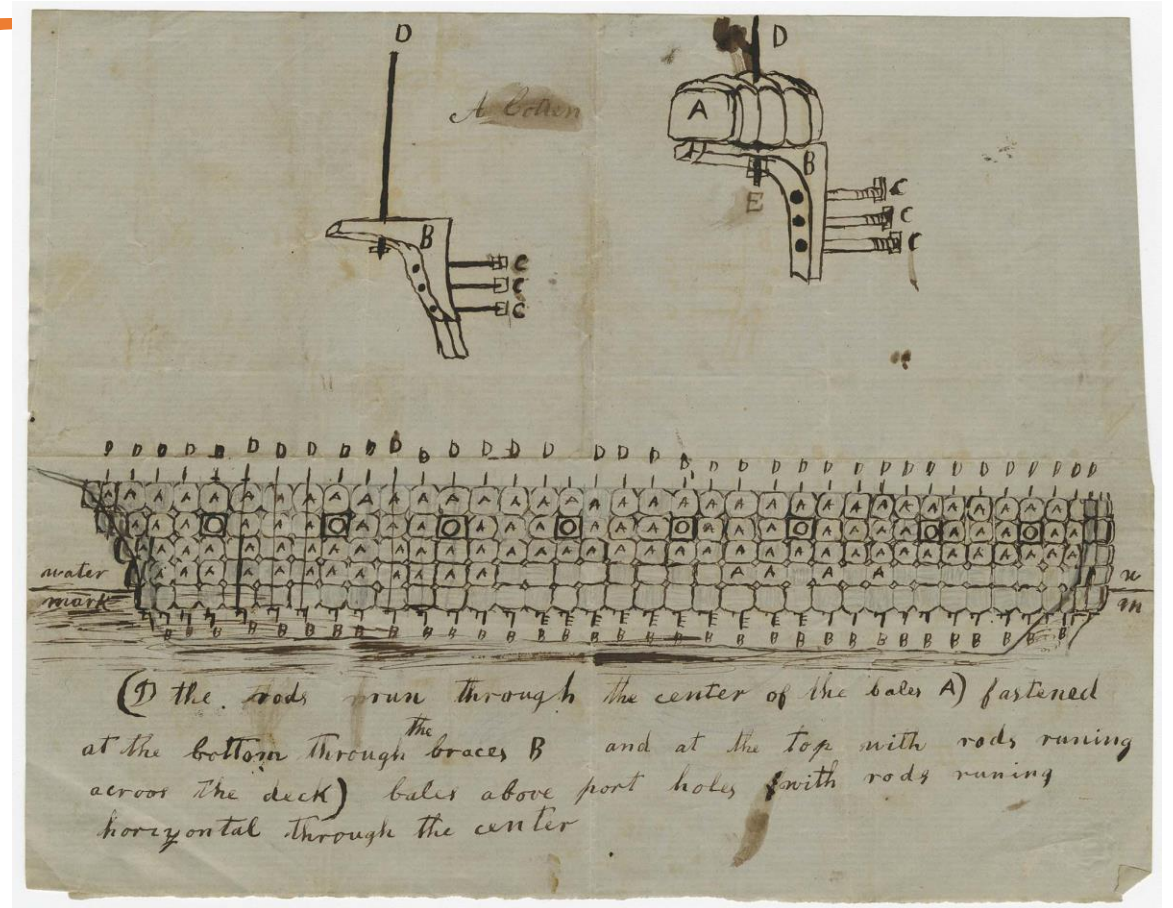
Organization, Storage, and Access

- Files
 - Student access
 - Google Drive permissions
 - Teams permissions
-
- How to set up organization system
 - Singular location for image files (One Drive/Teams)
 - Project support materials (Google Drive)



Lessons Learned

- Introduce each team member and their role in the project
- Designate an official communication channel/method and stick with it
- If your preferred tool isn't working for the team, change it up.
- Establish singular way of identifying items (line numbers vs identifiers vs titles etc)
- Assume everyone needs to learn the technology from scratch (including anything you might assume is "common knowledge")
- Use a technology with auto backup and restore



The State of



Mississippi.

To all to Whom these Presents shall Come—GREETING:

Whereas, It appears by the returns received at the Office of the Secretary of State, that Charles A. Brougher is duly and constitutionally elected to the office of Secretary of State

Thank you!

Now, Know Ye, That in consequence thereof, and by virtue of the Constitution and Laws of this State, we do authorize and empower him, the said Charles A. Brougher to receive and fulfill the duties of that office according to law: And to have and to hold said office, with all the powers, privileges, and emoluments, to the same of right appertaining, from the day of the date thereof, for the term prescribed by law.

Questions?

In Testimony Whereof, I, John A. Pettus, Governor of the State aforesaid, have caused these letters to be made Patent, and the Great Seal of the State to be hereunto affixed.

Given under my hand, at the City of Jackson, the eleventh day of April in the year of our Lord, one thousand eight hundred and thirty, and of the sovereignty of the State of Mississippi, the forty third.