# Archaeology Working Group Annual Report for 2018

The working group meet once at the Horniman Museum in 2018. All other business was conducted online or by email. Work on the Core Data Standard has been put on hold so as to focus our efforts on the Archive Deposition Standard.

The Archive Deposition Standard is nearing completion and will be ready for the distribution of a Draft for Comments early in 2019. The final appendices have now been prepared and it is just a case of stitching the components together and paginating.

In order to coordinate the different contributions and share text for comments the Working Group has been using the online project management platform Freedcamp. This has been a very successful experiment. A little effort is required to identify all the component tasks and assign them to team members, but it has proved very easy for members to tackle the fairly fine-grained tasks when time allows, rather than feeling that one needs to allocate a chunk of time to work on the project. It also allows everybody to keep tabs on progress and offer comments easily as well as share files or text snippets. The platform may be useful for other Working Groups who are coordinating projects and do not have the resources available to have more pro-active Project Management (like the CRM Working Group is lucky enough to have).

Freedcamp can be accessed for free at <https://freedcamp.com>. Although there are paid for add-ons we have not tried any of them as the free functionality has proved adequate for our needs.

Stephen Stead

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