First meeting of the TDR Steering Committee (TDR SC)

Thursday, March 23, 2017

2pm Central

Contact Info: Skype: https://join.skype.com/GUuvfdqlcL9U

Invited:

Adam Townes (U of H)

Amanda Zerangue (TWU)

Anna Dabrowski (TAMU)

Christina Chan-Park (Baylor) - may not be able to attend

Courtney Mumma ( TDL)

Edward Warga (TAMUCC)

Jessica Trelogan (UT Austin)

*Laura Waugh (TDL) optional*

Matthew McEniry (Texas Tech)

Nerissa Lindsey (TAMIU)

*Santi Thompson (U of H) optional*

Present: Adam, Amanda, Anna, Jessica, Ed, Matt, Nerissa, Laura, Santi, Christina, Laura

Apologies: None! 100% attendance

Agenda:

1. Welcome and Introductions (Courtney)
2. Clarify TDR Steering Committee’s charge (group)
   1. From planning docs: “The Texas Data Repository (TDR) Steering Committee is the mechanism for local Data Repository Liaisons at TDR member libraries to provide TDL feedback and make decisions about TDR services going forward.”
      1. Maybe build a charter going forward (Courtney to start a draft?)
      2. Santi suggests sharing Charter doc with Deans/ Directors for TDR Steering Comm members (Kristi)
3. Decide meeting format, frequency, and note-taking protocols (group)
   1. Meeting format: Bluejeans doesn’t require app or account
   2. Frequency: Once a month to start while establishing charter, roadmap; CM send out Doodle poll
   3. Note-taking: go down the list, opt out when you want without need for excuse. Include star (\*) next to name of note taker in participant list.
   4. Meet at TCDL?
      1. Afternoon of the last day (May 25) (Matt won’t be there, Christina not planning but might be)
      2. Agenda setting during April call.
4. Determine transparent, open methods of sharing for TDR SC minutes, discussion, roadmap, etc. (group)
   1. Roadmap online on TDR site; draft in Docs
   2. Charter on TDR site; draft in Docs
   3. Possibly Wiki? (CM to look into TDL wiki with Laura- UPDATE - TDL wikis not available)
   4. Need to set up guidelines for what goes where in April meeting
   5. Courtney to create a folder in Drive for TDR Steering drafts
   6. Santi - finalized things either went onto website landing page or TDL repository; be mindful of existing documentation
   7. Consider Basecamp, Slack, Open Science Framework (Anna)
   8. Email list - members-only send; open to view publicly (cm to send)
5. Provide input and guidance for a starting roadmap (group with intro by Courtney)
   1. TDL Services Manager, Courtney Mumma will make recommendations based on outcomes from Data Symposium in late 2016 - [Data Symposium Member Priorities](https://drive.google.com/file/d/0B_i7yAZ_kwQccUp0V1JqS1V4ZU0/view?usp=sharing)
   2. Draft starting [roadmap](https://docs.google.com/spreadsheets/d/1-omzHgoVC8Ny1M_BLHT97tEZSOZDcIUulK7AI6VFIf8/edit?usp=sharing) for discussion
      1. Dataverse Roadmap: <http://dataverse.org/goals-roadmap-and-releases>
      2. TDL Tech team is plotting upgrade to latest release early April
      3. Need brainstorming document (CM to create)
      4. Need mechanism for sharing with broader community - TDR-Ls in communication with their orgs

ACTIONS:

* CM to create shared DRIVE folder, brainstorming document for roadmap, draft agendas for upcoming meeting and TCDL in-person meeting.
* CM to create Doodle poll for upcoming meeting
* CM to investigate TCDL meeting time
* CM to share email list with group
* Anna to review Basecamp, Slack and Open Science Framework
* CM to look into wiki - update: TDL wikis not available
* CM to draft and share charter doc
* Kristi to share charter with directors
* Group to set TCDL agenda during April call