Meeting of the TDR Steering Committee (TDR SC)

Date 4/26

Time

Contact Info: Bluejeans

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| |  |  | | --- | --- | | **[Join Meeting](https://bluejeans.com/489628506/1853?src=htmlEmail)** |  | | (Join from computer or phone) |  | |
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Invited: (\* indicates note taker)

\*Adam Townes (U of H)

Amanda Zerangue (TWU)

Anna Dabrowski (TAMU)

Christina Chan-Park (Baylor)

Courtney Mumma ( TDL)

*Dianna Morganti (Texas State, interim) optional*

Edward Warga (TAMUCC)

Jessica Trelogan (UT Austin)

*Laura Waugh (TDL) optional*

Paivi Rentz (Texas State, interim liaison)

Matthew McEniry (Texas Tech)

Nerissa Lindsey (TAMIU)

*Santi Thompson (U of H) optional*

Present: Adam, Anna, Christina, Ed, Laura, Matt, Amanda, Courtney, Jessica

Apologies:

ACTIONS from [March](https://docs.google.com/document/d/1Ws4xrTiJaQGJbs6Ok3KkCLi6owpk95VPjrTS9xikz9k/edit?usp=sharing) meeting:

* ~~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

Agenda: (there is a lot here, doubt we’ll get to all of it)

1. Welcome and greetings
2. Revisit sharing methods
   1. *Drive folder guidelines and file naming*
      1. *Shared Drive folder now editable and accessible by all. No filing naming protocols set-up as of yet.*
      2. *Participants asked to put theirs by items added to the agenda, as well as suggestions and comments to other documents.*
      3. *Also useful to check Googledocs revision history in order to see what changes are made and by who.*
      4. *All of individual Google accounts could be added to Googledrive folder in order to see usernames of editors*
   2. *This call*
      1. *Participants commented that BlueJeans is a good alternative to Skype. Noted to be smoother than Skype. BlueJeans chosen over Zoom, because Zoom trial version only allows a 40 min call.*
   3. *Publishing final content in TDL repo* 
      1. *Charter and road map*
         1. *During first call it was noted that charter and roadmap were initial objectives. Publishing content generated by committee on TDL/TDR website might be good idea.*
3. Build TCDL [Agenda](https://docs.google.com/document/d/11zD_ci8du0Yu0ABULM0x2oBKBVLw-UJSe9oAnc0LILk/edit?usp=sharing)
   1. I*n person TCDL meeting scheduled for Tuesday, May 23 (preconference day) from 2:45 pm- 4:00 pm.*
   2. *In depth review of the charter, after time to review and generated questions.*
   3. *Roadmapping for TDR*
   4. *Internal communications and sharing materials*
   5. *Training curriculum*
   6. *Participants agreed that the current agenda is enough for the scheduled meeting. Any additional items to be discussed over email with other steering committee members.*
      1. *Texas State University representatives indicated that they would like to be added to email list.*
4. [Charter](https://drive.google.com/open?id=1-XrN1eVMUNRH4yGoQPlJI7AW4Iv3AWNK3arqFboEMQ0) (not time for detailed review, but just note that draft started)
   1. *Charter to outline responsibility and mandate for steering committee.*
   2. *C. Mumma wants to maintain charter as a living document for the time being.*
   3. *Link provided in agenda.*
   4. *Charter was generated from examples found online, and purpose was created based upon discussion during first meeting.*
   5. *C. Mumma believes that steering committee should be a standing committee. Other participants suggest that the committee could be temporary. Texas State University also believes that this should be a standing committee.*
   6. *Texas State University representative noted that the chairperson of the advisory committee shouldn’t be an employee of TDL.*
   7. *C. Mumma is coordinating the committee, organizing meetings, setting agendas, but is open to others taking the lead as chair. If the committee determines that a chairperson is needed.*
      1. *J. Trelogan, suggested that C. Mumma remain as lead for the first few months and possible rotate out with another committee member.*
      2. *C. Chan-Park suggested that C. Mumma continue to run meetings and lead committee, but not take part in votes.*
      3. *Any suggestions about roles, voting procedures, be added to policy/procedures section of charter.*
      4. *Committee members are asked to add suggestions to charter document for discussion during in-person TCDL meeting.*
5. Dataverse Community meeting June 14-16 - Harvard - <http://projects.iq.harvard.edu/dcm2017>
   1. UI/UX Breakout Session at Community Meeting
      1. Dataverse Team is interested in discussing ways that we can collaborate to improve Dataverse’s user experience.
      2. Dataverse Community Forum: <http://dataverse.org/forum>
         1. *C. Mumma to attend Dataverse community meeting. Will speak about this steering committee, how Dataverse was launched, results of in-person meeting, and everything accomplished thus far. Hopes to learn about training opportunities, and relevant information for roadmap. C. Mumma will share information gathered during a later meeting of the steering committee.*
         2. *Special breakout session to be held, focused on user experience. C. Mumma will be asking steering committee members about user interface in the near future.*
         3. *C. Mumma asked for member concerns/points of interest to focus on during community meeting.*
            1. *Committee members should paste comments about the community meeting in the roadmap document.*
6. Dataverse upgrade
   1. *There is a new release and we will be working in May to upgrade Dataverse. All users can expect a report from TDL on changes to expect and see it on stage before it is in production.*
      1. *New point release of dataverse system. TDL will likely upgrade in the second week of May.*
         1. *Changes will be reported to committee members when next version staged.*
      2. *Because the upgrade is a point release, no informational webinar will be held. Small changes will be likely be made, with no major changes expected.*
7. [Roadmap](https://drive.google.com/drive/folders/0B_i7yAZ_kwQcUnpqdUhIcmFvVU0?usp=sharing)
   1. Review and prioritize
   2. Set target date to have on TDR landing page
      1. <https://tdl.org/texas-data-repository/>
      2. *C. Mumma thinks it will be a good idea to have an idea about when roadmap will be made available. Possibly by June.*
         1. *Roadmap and Charter will be two primary outcomes from the conference meeting.*
            1. *Charter is the priority, then committee can focus on roadmap.*

*Committee members indicated their agreement to set a deadline for steering committee June meeting to have documentation ready.*

* + - 1. *Brainstorming document for submission of ideas generated during Texas Data Symposium available at the following link:**<https://docs.google.com/document/d/1iayaQ3p6EJp2_-BAqYqx-yyvEn1hCRx3L2HPl1jOIV8/edit>*
         1. *Headings of document are the items identified as areas of focus for steering committee.*
         2. *Use documentation for tracking outreach*

*An example is the Denton DataRescue: http://datarescuedenton.com/*

* + - * 1. *When adding new headings to the brainstorming roadmap, separate them from those generated during the Symposium.*
        2. *Priorities will be discussed and talked through during in-person TCDL meeting.*
        3. *Texas State University representatives commented that data curation training best practices should be added to training heading.*
        4. *Members are asked to add suggestions and questions as soon as possible*
        5. *Texas State University representatives requested that there be a virtual option for the in-person meeting.*

*C. Mumma indicated that this is a real possibility. BlueJeans will potentially be used as the means of virtual attendance.*

*Participants are asked to indicate if they have a preference for virtual attendance in the meeting minutes.*

* + - 1. *Committee members indicated that they were pleased with using BlueJeans as the teleconference platform.*
         1. *C. Mumma asked that members participate via video and/or audio.*