**NeCTAR eResearch Tools**

**Cloud-based Bioinformatics Tools Project**

**Steering Committee Meeting**

**Date:** 26 November 2012

**Time:** 3:00am WST

**Venue:** Centre for Genetic Epidemiology & Biostatistics

**Present:**

* Winthrop Professor Eric Moses, Director of the Centre for Genetic Epidemiology and Biostatistics, UWA
* Dr Nik Zeps, Research Group Leader, St John of God Health Care
* Professor David Goldstein, Clinical Oncological Society of Australia *(By phone)*
* Dr Nigel Ward, Deputy Director at NeCTAR, University of Melbourne, Data Management Coordinator at eResearch group, School of ITEE, The University of Queensland
* Paul White

**Apologies:**

* Professor John Hopper, Professor & Director (Research), Centre for Molecular, Environmental, Genetic and Analytic (MEGA) Epidemiology, Melbourne School of Population Health
* Professor Lin Fritschi, Western Australian Institute for Medical Research

**Welcome:**

Paul White opened the meeting at 3:05pm and welcomed all.

**Acceptance of Minutes and Action items**

The minutes were accepted as a correct record of the 11 June 2012 meeting.

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| ***Action Item*** | **Status** |
| Paul White to investigate starting a BLOG for the project | A BLOG for the project has been started: <http://thearktools.blogspot.com.au/> |
| Paul White to establish quantitative measures by which the project’s success can be measured | These measures have been established and incorporated into the NeCTAR reporting |
| Nik Zeps to discuss trial candidates with David Goldstein | Completed |
| Paul White and Nik Zeps to meet with chosen trial representatives in Sydney on July 4th and 5th | None of the chosen projects were deemed a good fit due to either timing or current project scope. |
| Paul White to prepare a one page overview of The Ark for circulation to the projects’ collaborators | Completed |
| Paul White to determine impact of AAF cost model on the project | UWA has agreed to let the project use one of UWA’s AAF service slots at no charge. |
| Paul White to meet with Lin Fritschi to determine if there is sufficient epidemiological study representation in the set of pilot projects | Still to be scheduled |

**General Discussion**

***Project Collaborations:***

***Action Item:*** Nik Zeps and Paul White contact representatives from the SORCE Trial and to follow up with Andrew Lloyd from UNSW regarding his infectious diseases project.

**Project Communications**

Nik Zeps spoke about the lack of visibility regarding what systems (or lack of) are being used to manage biobanks in Australia. If the project could develop an understanding of this then this could lead to a potentially large user base for the tools being developed.

**Action Item:** Nik Zeps and Paul White to submit a proposal to COSA requesting Project Officer time for early 2013 to attempt to identify what systems are being used by cancer biobanks in Australia.

**Action Item:** Paul White to send targeted communications to potential candidates for the tools.

**Action Item:** Paul White to develop a timeline for broader user access to the tools.

**Project Report**

**Progress against milestones**

Paul White provided a summary of the progress against milestones as per the documentation distributed prior to the meeting.

Dr Nigel Ward indicated that it was probably not necessary to submit a project change request as it is expected that the delays in hitting some current milestones are expected to be offset by the early development of later milestones and the project is expected to be back on track by early 2013.

It was agreed that signoff of future milestones would be the responsibility of Steering Committee members as per the table below:

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| --- | --- |
| **Milestone** | **Signoff Responsibility** |
| Initial Production Research Cloud Deployment | Nik Zeps |
| Data extraction for analysis module | Nik Zeps |
| Pedigree data management and visualisation module | John Hopper |
| Enhanced reporting functionality | Nik Zeps & Eric Moses |
| Registry Management functionality | John Hopper |
| A Genotypic Data management module | Eric Moses |

**Action Item:** Paul White to scan and distribute the completed UAT documents to the Steering Committee members as they are signed off.

**Next Meeting:**

The next Steering Committee meeting will be scheduled for early March 2013

**Conclusion:**

Paul White thanked the steering Committee and the meeting was closed at 4:00pm WST