**NeCTAR eResearch Tools**

**Cloud-based Bioinformatics Tools Project**

**Steering Committee Meeting**

**Date:** 15 July 2013

**Time:** 9:30am 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
* Dr Adrian Bickestaffe, MEGA, Uni of Melbourne, in place of John Hopper.
* Travis Endersby
* Dr Nigel Ward, Deputy Director at NeCTAR, University of Melbourne, Data Management Coordinator at eResearch group, School of ITEE, The University of Queensland
* Professor David Goldstein, Clinical Oncological Society of Australia (~9:40am WST, attended between patients - thank you, David)

**Apologies:**

* Professor John Hopper, Professor & Director (Research), Centre for Molecular, Environmental, Genetic and Analytic (MEGA) Epidemiology, Melbourne School of Population Health – was abroad but sent Adrian as proxy.

**Welcome:**

Travis Endersby opened the meeting at 9:30am and welcomed all.

**Addressed Previous Action items**

|  |  |
| --- | --- |
| ***Action Item*** | **Status** |
| Travis Endersby to begin blogging, will continue to blog significant milestones and progress | 4 blogs in past 3 months. I believe this is adequate for now given the current readership. I have concluded new tools are necessary to get further reach. GOHaD will begin twitter and facebook communications also, which our group will contribute to regularly  Adrian will add something |
| Nigel suggested Travis Endersby provide an interim report to ensure project was back on the newly revised schedule upon reaching the next due milestone. | Nigel thought this may not have been received by all.  Action Item: Travis to resend all items and also to send out most recent UAT documents. |
| Once project back on schedule, develop a timeline for broader user access to the tools. | Travis and the dev team took initiatives to get project back on schedule and has begun meetings with 3rd parties. Tegan McNab has devloped survey for current WAGER LIMS usage. (see action items below for David Goldsteins suggestions related to this) |
| Travis Endersby to scan and distribute the completed UAT documents to the Steering Committee members as they are signed off. | Done. |

**Project Report**

**Progress against milestones & *Project Status:***

Travis Endersby provided a summary of the progress against milestones as per the documentation distributed prior to the meeting. Updated budget information was also provided in the PowerPoint presentation.

***Action Item:***

David Asked about clinical trials examples, Nick suggested QUASAR is a clinical trial - this is one of the recently migrated studies. Nick to check with Lisa (and myself?) regard the status of this study and how it can be utilized as an example of how we can handle clinical trials.

**Action Item:**

Ensure Lisa Deveraux has direct access to JIRA, rather than having Adrian Bickerstaffe acting as middleman

**Action Item:**

David Goldstein suggested;

- Have a meeting in September of thereabouts describing how the users have

- Maybe as a webex.

- Adrian suggested mask data appropriately…or maybe use adequate fake data within real study

**Action Item:**

David suggested we contact Clinical Trials Centre

* Nik will be talking to Sonia CTC regarding colorectal bio-banking and will be talking with NSWHealth (David suggested discussing The Ark)
* David suggested Martin Stoclar or John Simes (director) … Nik suggested John is meant to be there.
* Ctc represents 11 trial groups.

Nik suggested Victorian cancer bio-bank might not have an appropriate “database”.

**Action Item:**

- Travis will set up a meeting after

- Nik provides the contact (Travis is going to Melbourne in the next few weeks to assist the MEGA team in a migration – and to discuss The Ark with several Melbourne groups).

**Action Item:**

David suggested contacting Hepatitis group, Professor Andrew Lloyd UNSW in Randwick. [A.lloyd@unsw.edu.au](mailto:A.lloyd@unsw.edu.au) about to have a national system system.

David said it if fine to Use David’s name

**Risks:**

- David asked about the steps necessary to make all “amber risks” turn green. Travis has discussed strategies in place to take care of that – and acknowledged his evaluation was on the conservative side now.

**General Discussions:**

Travis Endersby discussed the progress on the keys going forward which were outlines last meeting

* Transparency:
* Prioritization:
* Knowledge sharing and documentation to avoid reliance upon individual staff

**Next Meeting:**

The next Steering Committee meeting will be scheduled for mid October 2013. Nik is unavailable until Wed 16th October (but is until 18th October), which is convenient given reports being due earlier that week.

**Conclusion:**

Committee congratulated Travis on the progress that had been made since the previous meeting. Travis thanked the team that did all of the hard work. Travis Endersby thanked the steering Committee and the meeting was closed at approximately 10:30am WST