Research Data Management Working Group Agenda

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| Date | ~28th June 2019 |
| Time |  |
| Attendees | Charles Ishak (CI), Emma Bell (EB), Helen Loo (HL), Roxana Shen (RS), Sajid Marhon (SM) |

# Aims and objectives

To review good RDM practices within and without the lab by answering the following questions:

* How do we individually manage our data?
* How do wet lab researchers manage their experiments?
* What are RDM best practices for sequencing data?

# Agenda

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| Time | Item |
| 09:00-09:05 | 1. Review the minutes from last week’s meeting (EB) |
| 09:05-09:15 | 1. A statistical analysis of how we use our clusters (SM, EB) |
| 09:15-09:30 | 1. How do we individually manage our data? (ALL) |
| 09:30-09:40 | 1. How do wet lab researchers manage their experiments? (HL) |
| 09:40-09:55 | 1. What are RDM best practices for sequencing data? (EB) |
| 09:55-10:00 | 1. Next week’s meeting. (ALL) |

# Minutes

## Review the minutes from last week’s meeting (EB)

### Actions

* ALL: Mull over the contents of this meeting!
* ALL: Everyone who doesn’t have a github – make a github!
* ALL: Prepare a 3 minute walkthrough of how we each manage our data.
* EB: Send out a Doodle poll to agree the time of the next meeting.
* EB: Compile statistics on our usage of the clusters to present next meeting.
* HL: Prepare a brief informal presentation on how wet lab researchers manage their samples, experiments, and data

## A statistical analysis of how we use our clusters (SM, EB)

## How do we individually manage our data? (ALL)

## How do wet lab researchers manage their experiments? (HL)

## What are RDM best practices for sequencing data? (EB)

## Next week’s meeting (ALL)

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| Date | Meeting objective |
| Week 1 | Introduce the Research Data Management (RDM) Working Group   * Review the current state of RDM within the De Carvalho Lab |
| Week 2 | Review good RDM practices within and without the lab   * How do we individually manage our data? * How do wet lab researchers manage their experiments? * What are RDM best practices for sequencing data? |
| Week 3 | How do we apply good RDM practices to our lab? |
| Week 4 | Draft guidelines for RDM within the De Carvalho Lab |
| Week 5 | Redraft guidelines |
| Week 6 | Present to group |

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