Research Data Management Working Group Agenda

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| Date | 5th July 2019 |
| Time | 09:30-10:30 |
| Attendees | Charles Ishak (CI), Emma Bell (EB), Helen Loo (HL), Roxana Shen (RS), Sajid Marhon (SM) |

# Aims and objectives

To review how other research groups and institutions manage their data:

* How do other research groups manage their data?
* How do institutions recommend managing data?
* How do policy-makers recommend managing data?

# Agenda

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| Time | Item |
| 09:30-09:35 | 1. Review the minutes from last week’s meeting. (EB) |
| 09:35-10:20 | 1. Review how research groups and institutions and policy makers recommend managing data. (ALL) |
| 10:20-10:25 | 1. Next week’s meeting. (ALL) |

# Actions

* EB: Summarise the recommendations we’ve discussed on Slack and during these meetings.

# Minutes

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

### Actions

* EB: Assign each group member an RDM guideline document to review for next meeting.
* EB: Visualise cluster usage stats.
* RS: Get a breakdown of sequencing spending by year from Julie.
* ALL: Prepare a brief overview of the RDM guidelines

## Review how research groups and institutions and policy makers recommend managing data. (ALL)

## Next week’s meeting (ALL)

Aim: To review RDM guidance from other research groups, institutions, and policy-makers.

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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? |
| Week 3 | How do other research groups and institutions manage their data? |
| Week 4 | Draft guidelines for RDM within the De Carvalho Lab |
| Week 5 | Redraft guidelines |
| Week 6 | Present to group |

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