## Introduction (Rama)

* Recap committee charge
* Describe what is in reports

## Benchmarking (Stephen)

* What other universities are doing good and bad

## Approach (Rama)

* Agilish
* Personas
* Problem/Solution

## Services Catalog (Rob)

### Data Management Planning (Rob)

Since 2011 NSF has required the submission of a two-page data management plans (DMPS) along with proposals. The purpose of this requirement is to 1) ensure that data are properly managed and maintained; 2) promote the sharing of data; 3) ensure that data are available after the conclusion of the project. Additionally, many researchers find that they spend far too much time managing their data, often feel overwhelmed by the prospect of data management and often fail to properly maintain and document their data. The following services are designed to help researchers overcome these difficulties and better fulfill the requirements of their funders.

Data management plan support is a crucial service already offered here and by many other comparable institutions. An initial level of support for writing DMPs is the DMPTool offered by the California Digital Library. The DMPTool provides templates for most if not all funding agencies that required data management plans. The templates are augmented with guidance about the various sections in the data management plan for that agency. The DMPTool can also be customized by the partner institutions to provide researchers with institutional specific guidance as well. To fully realize the benefits of the DMPTool it will be integrated with our LibGuides where we will update the pages to provide additional guidance for the various DMP sections.

In addition to the DMPTool, we will provide consultation as needed, providing guidance and additional suggestions to researcher’s DMPs. We are already offering this service and with additional marketing we expect it will be a popular service.

While writing data management plans is important, one of the goals of writing such plans is to help researchers plan early for maintaining, documentation and ultimately archiving their data. We will update the current LibGuide data management pages with useful guidelines and best practices for data management. Topics may include but are not limited to naming conventions, file organization, versioning and data modeling. In addition, we will link to other resources such as the DataONE website that hosts best practices for researchers.

We will also provide workshops for researchers on more advanced topics of data management. University of Minnesota holds a two-day data management boot camp for geared towards graduate students. University of New Mexico held a three-week intensive data sciences course for graduate students in the summer. The boot camp exposed to the basic concepts of data management, given exposure to the various resources available to researchers. The three-week course also gave students skills in topics such as web site design, relational databases, reproducible science and geospatial analysis. We will also offer a variety of workshops that give researchers exposure to more advanced techniques in data management. For instance, GitHub workshops have been very popular at other Institutions.

### Data Finding/Acquisition /Integration/Collection (Stephen)

* Finding data
* Commercial Data
* Intellectual Property
* Open data

### Data Q/A (Rob)

### Documentation (Rob)

### READMEs

* Metadata Standards

### Preservation/Sharing (Rob)

* Selection
* Curation
* Archiving
* Domain Specific Repos
* Personal, Private and Senstive Data
* Alternative Publishing
* Reproducible Research

### Analysis

* Statistical Consulting (Stephen)
* Visualization (Stephen)
* GIS (Nathan)

## Delivery (Nathan)

## Organization (Stephen)

* Administrative
* -UP/system
* Location

## Facilities and Resources (Robyn)

* CyberInfrastructure
* Space
* Personnel

## Marketing (Robyn)

## Partners (All)