From:	Lee, Mija
To:	Glick, Susan G; Bonner, Cathleen J
Cc:	Sureshkumar, Vijay; Bikkani, Sindhura; Dodson, Bret P
Subject:	RE: scientific outreach
Date:	Thursday, May 4, 2017 5:06:35 PM

Thanks for catching that Cathleen.

I like the idea of slack for discussion, and asana for decisions, tasks, outcome. I've created a channel in the HDC site called outreach. To join slack, login with your @fredhutch.org email and join the fhcrc-hdc group. I think you should be able to access the channel (you might have to search for it). If you have problems, let me know.

Shall we develop a template for the minimum info captured during outreach interviews? Here are a few things off the top of my head

- Date
- HDC rep
- Scientific Investigator
- Lab Info (collect this info once, update periodically)
    - Area of research
    - General funding
    - Number of members
    - Major collaborators
    - Primary technologies in use
    - Type and size of data
- Primary pain points
- Upcoming or existing bottlenecks
- Areas of further investigation

There are other things to capture but when I think about the meetings I've had with scientists, I think I could fill this out. We could have one of these per lab/PI and add to it over time, or one per interaction. Maybe put it on the HDC wiki?

It seems like we have a lot of good ideas out here already. I'm not trying to push this one as the most important. Shall we meet again to focus our efforts? Again, I apologize for not making the first meeting.

Mija

From: Glick, Susan G
Sent: Thursday, May 4, 2017 2:49 PM
To: Bonner, Cathleen J <cbonner@fredhutch.org>; Lee, Mija <mija@fredhutch.org>
Cc: Sureshkumar, Vijay <vijay@fredhutch.org>; Bikkani, Sindhura <sbikkani@fredhutch.org>; Dodson, Bret P <bdodson@fredhutch.org>
Subject: RE: scientific outreach

Thanks so much for the questions and answers. I also had a question about a listserve..existence and how it is currently used and how we could use it going forward (will keep in on my tickler file). Also, regarding 1:1 meetings with scientists; it would be great if those who conduct those meetings had materials which outlines current projects and future desired projects or products. Not necessarily to be used in the meeting, but at least as a resource for the HDC person so they are and appear knowledgeable about all the projects at HDC and desired future projects.

Susan

Research Compliance Specialist / Hutch Data Commonwealth / 206.667.2507 / sgglick@fredhutch.org / Fred Hutch / Cures Start Here

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From: Bonner, Cathleen J
Sent: Thursday, May 4, 2017 2:42 PM
To: Lee, Mija <mija@fredhutch.org>
Cc: Sureshkumar, Vijay <vijay@fredhutch.org>; Bikkani, Sindhura <sbikkani@fredhutch.org>; Dodson, Bret P <bdodson@fredhutch.org>; Glick, Susan G <sgglick@fredhutch.org>
Subject: Re: scientific outreach

+Susan and + Bret, in case he is still on this theme.

My answers are inline.

Cathleen

From: "Lee, Mija" <mija@fredhutch.org>
Date: Thursday, May 4, 2017 at 1:43 PM
To: "Sureshkumar, Vijay" <vijay@fredhutch.org>, "Bonner, Cathleen J" <cbonner@fredhutch.org>, "Bikkani, Sindhura" <sbikkani@fredhutch.org>
Subject: scientific outreach

Sorry, I haven't been very involved thus far. Below are thoughts I wanted to share. They don't necessarily lead to action items.

- It seems like we are using asana as a replacement for slack. Do we want to do that or keep asana as a place to document project progress/outcome? I'm fine either way, but if we use Slack (which I had previously thought was only a IM tool) I will need to get an account set up. Whom should I contact for that?

- I ended up having a lunch with two scientists who have been at the hutch for decades because there were no other tables in the sun. One works in flow cytometry, another with the lab that spun off nola. Neither of them had even heard of hdc. I'm not sure if these particular women are just disconnected, or representative of a large number of scientists that have not been exposed to the hdc. I am not surprisedthat there are still people who don't know about the HDC…as we refine strategy and goals, it will be a great opportunity to create a get-to-know you campaign, but the messages we send need to be more than

"Hey! We exist!" and more about what we can offer to folks and how.

- I've been thinking about the 1:1 with scientists to identify pain points. It is difficult to do that without interfering with product management, and it's hard to be clear that the outreach group is doing investigation but not promising to deliver. It's also confusing for scientist to have repeated meetings with members of hdc. Some ideas on how to avoid this confusion:
    - If we have 1:1, have them follow a standard format, or result in a standard output that captures what was discussed. Make that available and searchable at least within HDC and with the scientist, maybe even to a wider audience For the former, I wouldn't want a standard intake framework that is rigid to reduce the possibility of blue-sky convos or stream-of-consciousness discussion, but I do agree that we'd want to ensure certain topics are always discussed and that actions or updates are recorded and shared in a central location, especially for follow up.
    - Do info gathering sessions at affinity groups or other preexisting gatherings of scientists. I was recently invited to the vidd scientific meeting to talk about hdc – I've forwarded that request to a broader group since I'm probably not the right person to do that talk – but those types of meetings may be a good venue. Agreed. I can start suggesting this at our OCIO quarterly syncs with the Sci Divisions.
    - Office hours? Brown bags? I like brown bags AND pop-ups. Each pull different people and questions.

- In the fall, I heard there was some type of application procedure that scientists went through to propose hdc products. What ever happened to the proposals that didn't get approved? It seems like we need to keep track of those in order to find patterns in scientists' requests. I think Matter may have a list of these.

- For those of you who don't know, we have a list serve type thing (discource.fhcrc.org) that we could use for outreach. It's one of many tools for gathering info. I'm open to that if it makes sense!