**NeCTAR eResearch Tools**

**Cloud-based Bioinformatics Tools Project**

**Steering Committee Meeting**

**Date:** 27 March 2013

**Time:** 12:30pm 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
* Professor David Goldstein, Clinical Oncological Society of Australia *(By phone)*
* Travis Endersby
* Professor John Hopper, Professor & Director (Research), Centre for Molecular, Environmental, Genetic and Analytic (MEGA) Epidemiology, Melbourne School of Population Health
* Dr Nigel Ward, Deputy Director at NeCTAR, University of Melbourne, Data Management Coordinator at eResearch group, School of ITEE, The University of Queensland

**Apologies:**

* Professor Lin Fritschi, Western Australian Institute for Medical Research

**Welcome:**

Travis opened the meeting at 12:35pm and welcomed all.

**Addressed Previous Action items**

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| ***Action Item*** | **Status** |
| Paul White to investigate starting a BLOG for the project | Travis Endersby has been given access to the blog page and has begun blogging, will continue to blog significant milestones and progress |
| Nik Zeps and Paul White to submit a proposal to COSA requesting Project Officer time for early 2013 to attempt to identify what systems are being used by cancer biobanks in Australia. | Nik Zeps determined from an initial evaluation that this was not worth pursuing. |
| Paul White to send targeted communications to potential candidates for the tools. | It has been agreed that there is an initial need to concentrate the limited staffing on completing the current tasks and working with current groups before taking on work we are understaffed to handle. Further staffing has been organized |
| Paul White to develop a timeline for broader user access to the tools. | Travis took responsibility for this, but as stated above initial effort is about getting this project back on schedule |
| Paul White to scan and distribute the completed UAT documents to the Steering Committee members as they are signed off. | Travis took responsibility for this |

**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:*** Travis Endersby gave an update on the status of the project. Nigel Ward mentioned that the Steering committee had not been made aware of submissions to Nectar regarding the change in timeline. Travis Endersby will make sure that all communications to Nectar are echoed immediately to all members of the steering committee.

**Action Item:** Travis Endersby stated the Milestones “Integrated invoicing and billing module” and “Initial Production Research Cloud Deployment” were to be completed and signed off by the end of the reporting period (31st March, 2013)

It was agreed that signoff of future milestones would be the responsibility of Steering Committee members as per the table below:

**Action Item:** Travis Endersby to scan and distribute the completed UAT documents to the Steering Committee members as they are signed off.

**Risks:**

Travis Endersby reiterated the risks, in particular the staffing risks, which had been partially alleviated by adding a further staff member

**General Discussions:**

Travis Endersby, Eric Moses and John Hopper discussed a grant that could potentially expand the use of the Cloud-based Bioinformatics Tools Project to facilitate super-computer processing of genetic data.

Nigel Ward requested an update (to the steering committee) via email when the next reporting milestone occurs.

Travis Endersby discussed some operational improvements going forward (further details in distributed powerpoint documentation too);

* Transparency: All items tracked and progress availably for everyone to see. Red flag high-risk items
* Prioritization: All items given priority and those priorities adhered to.
* Knowledge sharing and documentation to avoid reliance upon individual staff

**Next Meeting:**

The next Steering Committee meeting will be scheduled for mid June 2013

**Conclusion:**

Travis Endersby thanked the steering Committee and the meeting was closed at approximately 1:30pm WST