DART Data Review Subteam Minutes, 09-19-17

- Review minutes from prior meeting. The minutes from the prior meeting were approved.

- Leadership Vote. Patti Otto was elected leader by acclamation.

- Refresher on DART Data Review roles in DRRG project flow. Aaron Biggs suggested that the DGCC Project Proposal List could have an audit column added showing if the project audit is Pending, In Progress, or Completed.

- Discussion of DART Data Review auditing role for DRRG/DGCC approved projects. Various ways that DART Data Review could conduct an audit were discussed. Some ideas were:
  - Ask requestor if project meets needs
  - Ask Data Owners if project conducted according to their expectations (especially in terms of data sources used)
  - Ask relevant contacts within DART Data Review their opinion of a given project, given their background and expertise.

  Development of an internal audit tracking spreadsheet for DART Data Review was discussed, desiring a balance between an instrument with enough data to be useful yet not so large that no one would use it. In the end, these tracking spreadsheet columns were approved:
  - Request number
  - Contact person(s) used
  - Date inquiry sent to contact person(s)
  - Date response received from contact person(s)
  - Contact response
  - Conversation with IT developers to learn whether project was built according to data specification or whether there should be an addendum to the specification
  - DART Data Review Reporter Name

  The team agreed that we may have to work through a pilot project or two to see if the proposed review process and tracking spreadsheet need to be changed.

- Next meeting: If needed, room is reserved for October 17, 2017, 1:30—2:30, Collings Hall (most likely going to virtual meetings soon) This meeting reservation will stay in effect into mid-October, at which time it may be cancelled in favor of a virtual meeting.