Name	Folder	Charter	Minutes	Calendar feed	Mail-list	Contacts
Communications and Engagement	wg-comms-and-engagement-folder	wg-policies-charter	wg-policies-minutes	/cal-wg-comms-and-engagement.ics	wg-comms-and-engagement@lists.hubmapconsortium.org	Danielle Gutierrez - Co-chair | d.gutierrez@vanderbilt.edu Robin Scibek - Co-chair | flaus@psc.edu Lisel Record - Knowledge Manager | recorde@indiana.edu

Please use this time to best suit the needs of your Working Group. We recommend introducing team members that have not met, reviewing past achievements of the group, upcoming plans, and ensuring an action plan is in place with members assigned. At a minimum please review your charter and capture below the following information for NIH. Please take notes in this document as a record of the discussion.

Suggested agenda:

- Roll call; introduce new members
- Progress during the past year (please summarize key achievements; a few sentences will suffice)
- Plans for the upcoming year
  - What are they key activities planned for the upcoming year? (a few bullet points will suffice)
  - Are there action items from the WG that need to be presented to the SC?
  - Will additional resources be needed for any activities?
- Administrative issues
  - Internal communication - are channels working?

- ○ Any changes to charter?
(https://docs.google.com/document/d/1jEPxXVQ5KVF0ogzhGDRutuHa2vj6ESZWh6U5pxultpw/edit)
  - ○ Meeting schedule changes?
  - ○ Do you want to rotate co-chairs ./ knowledge manager?
- ● Any Other Business

Attendees - Dana, Danielle, Robin, Dena, Stephen, Melissa, Deb, Jim

Robin – go through the poster downstairs – what are we on the hook for funding?

Organized it from what current activities are we up to? Asana, Slack, Google Drive, Groups.io, Google drive, virtual, f2f meetings

Press releases for data releases

Not focusing internally so much – how do we let people know what we have?

Improving – reorganization of the collaboration portal?

Most important links up front, not scrollable

Make it more user friendly

External website – have a redesign for it – want everyone's reaction

Not going to put it up today – might cause too much trouble. Want to should it to Richard/Zorina

****Add protocols.io to the website****

Social Media – just on Twitter. Once we get some images, Instagram would be great – good to build content. Facebook too

Talked about youtube – Katy is working on videos for the MOOCs, we could make our own channel

Animation/movies

Consortium-wide management – get everyone together on the same page

Thinking of setting up science webinars – 2 presentations each out – 20 presentation, 10 minutes for Q/A

Science and Technology webinars – might change its name to that.

Jim – that's very important – we did it in LungMAP. Good to put the trainees up front

HuBMAP Advocates Programs – people will be presenting at conferences, going to have the ability to fund people to travel. Make it a travel award so people have to apply, but if they win it looks good on their CV

If someone sees a conference they want to go to, we'll have funding for people to go and represent HuBMAP

Make templates and example slide deck for people to make their presentations

Jim – sometimes there are workshops where people can present short talks over lunch – but you have plan early

Robin – if you are aware of any conference to you could suggest, that would be great

****make a spreadsheet to keep track of organ meetings so people can see when they are, and see if they want to go – try to get a short talk early on*****

*****tweet to organ specific societies*****

Other part of HuBMAP Advocates – lots of activities in the TMCs – technologies that different folks are using, travel for cross training

F2F inter-consortium sprints – Portal related – IEC is working with Katy, it'd be great to have people together to talk – February before the data release

High-Impact Information Sharing – trying to gather information and update the website

So many cool things happening, but have to get them out, and might need someone to write up what's going on

Eventually an external newsletter, something that goes out monthly – our target audience who might use the portal. New data release, cool publications, whatever we want to share

Danielle – is there a system to track the response rate?

Robin – we're going to use constant contact – you send out newsletters and see who opened it, how many people looked at the links, etc

Google Analytics

******make spam list****

Jim – people who are super-users could help with the beta testing

Robin – put challenges on the poster – everyone is really busy, and we recognize that. Since the IEC is on the hook to pull everything together – how can we help get the high impact information and share it in the least painful way for all of us.

Danielle – HuBMAP Happenings is useful and consolidated source, but I don't think people are opening it. Can we communicate how important it is?

Jim – I like the bulleted list, that's helpful to let people know

Stephen – good to reiterate

Robin – I think that's one of the things we should say at the report back. If we could stress that everything you need to know is in the Happenings, I think would be good.

Jim – maybe color code stuff that that's really important

Danielle – just reiterate that we just need a minute for you to look over the Happenings

*****jokes at the end of the newsletter?????**** HuBMAP HaHa brought to you by the Crazy Squirrel

 Layout of the website – have pictures from NIH Flikr, and we'll be putting in images you have

Is there a plan to have a link to a project page for the public?

Can we just import the project pages from other sites? ****check with Richard****

Jim – interactive version of the marker paper – couple of videos