**CNH Teleconference Call**

**Meeting Minutes, 12/4/15**

In attendance:

Kelly, Cayelan, Kevin, Kathie, Pat, Chris, Paul, Jen, Amy, Lars

1. Welcome
   1. Topics from team to add to agenda? None
2. Introduction to ODS (Kelly)
   1. We are going to have training modules for you all to work through; have not gotten those set up yet. For now, use it as a reference website particularly for information about team telecons and meetings. This should be your go-to reference if you have a question about the agenda, need the meeting minutes or call-in phone number, etc.
   2. Access main page by clicking on CNH logo in upper left-hand corner – can contribute text once you can log in (upper right-hand corner)
   3. Left-hand navigational bar
      1. Tasks for project
      2. Hierarchical – 3 levels of tasks
         1. High – most abstract
         2. Medium – slightly less abstract
         3. Low – the things you actually do to complete the medium and high level tasks
      3. High level task is to Plan CNH activities
         1. Click on the arrow to the left to see sub-tasks
      4. Medium level task is 2015 team telecons, which (after today) will be 100% complete
         1. This page has the call-in information
         2. You can see as sub-tasks, the 18 Sep telecon; 30 Oct telecon; 4 Dec telecon
      5. Low-level task
         1. Click on 18 Sep telecon
            1. Scrolling down the page, you can see the agenda (in this case there is a link to the model integration figure we discussed that day); and also a link to the meeting minutes
            2. Note in the grey box at the top of the page that this project is 100% complete
            3. I have made the action items into subtasks that will each have an “owner” the person responsible for making sure that they are accomplished and “participants” who help with the activity
            4. Click on the action item notify lake associations of award

You can see that this task is complete

The owner is CCC

Participants are Kathie, Lars, Paul

Everyone is in red because they’re not in the system yet (I’ve contacted Yolanda about this)

* 1. Discussion
     1. Amy – is there a way to export these to Excel for reporting?
        1. **Action Item – Kelly to follow up with Yolanda**
     2. Keep high-level tasks clean so that it’s not too extensive; there shouldn’t be too many; it will be important to agree on the hierarchical structure of the tasks to kept it organized
     3. Kathie/Chris – Didn’t work with the GLEON graduate student fellows
     4. Paul
        1. Reflects working habits of leadership for group
        2. Age of Water worked well because Chris, Hilary, and Yolanda were organized and kept on top of it
        3. Is a go-to site for information about project
        4. CNH is first chance and project where ODS technology is mature so that we can focus on using it as a planning tool, and not be developing the ODS framework simultaneously with developing our research
        5. Grad student fellows – didn’t have a champion; too loosely organized, no one willing to take on the leadership
     5. Kathie – needs to be a match with leadership personalities
     6. Pat – this site is open to the public
     7. Paul – mechanism for public to learn about project; developed in the spirit of openness
     8. Pat – as manuscripts get developed, we need to be sure that we’re only keeping things open that should be; we need to make explicit that things are open
     9. Cayelan – hopes that we can have complete transparency within the CNH team for coordinating manuscripts, modeling progress, etc.
     10. Chris – can keep papers open only to the group, rather than the public; can hide some of that information until you’re ready to make it public
     11. Cayelan – are there any hesitations about complete openness?
         1. Paul – what is an operational definition of complete openness? Should it be anything that’s on the ODS site?
         2. CCC – what do we NOT want to be open?
         3. Pat – manuscripts in development, particularly by grad students should not be freely available; brand new datasets being developed for the project; we should have a clear policy about what we want to be open and not open
         4. Lars – need to develop manuscripts and ideas about what is or is not open; ideas change quickly and you might not want to share right off the bat
         5. Kathie – can we phase in some of the openness; when is it appropriate to have things open?
         6. Pat – within the project we want everything to be open; when does that openness convey to the broader scientific community and public
         7. CCC – within the group we need complete transparency
     12. **Action Items**
         1. **Follow up with Yolanda about keeping things “back of the house” – KELLY**
         2. **Put together policy document about when we want to transition information from private (within team) to public (posted on ODS) – KELLY & KEVIN**

1. Update on authorship policy (Cayelan)
   1. Started with CSI Limnology document
   2. Incorporated our team discussion
      1. Reflects team philosophy based on our conversation
      2. Addresses how lead on a manuscript contacts rest of team
      3. Addresses how team will work together and use ODS to track contributions
   3. Next call – plan to discuss draft
      1. **Action Item – will have draft of authorship policy out by mid-December at the latest – CCC, KELLY, KEVIN**
      2. Group developed, living document
      3. Start with first draft and transform over time
   4. Discussion
      1. Pat – theirs is also a living document; will be interested to learn from our process
2. Pre-assessment (Cayelan)
   1. Need to assess what we’re doing as a team (team assessment); show NSF how we’re growing the team
   2. Develop a survey to track collaborations, etc. so that over time we can see what progress we’re doing
   3. Is everyone amenable to answering survey questions? Feedback from team members?
   4. Discussion
      1. Kathie – can we engage a social scientist who is not part of the team to administer it so that we can participate as well?
      2. CCC – talk with Carol about the exercise
      3. Kathie – commit macrosystems funds to help this happen; can also make suggestions about who could potentially do it
      4. Pat – great idea; could think about a supplemental grant to fund the activity; hire someone to come do this; they did this, can share their survey instrument from Year 2 of CSI Limnology project; found it extremely helpful
   5. **Action Item – CCC will follow up with Pat and Kathie about external evaluation**
3. Housekeeping (Kelly)
   1. Watershed delineations: Paul and Kathie
   2. Update papers in Dropbox
   3. Workshop dates for PSU
      1. Feb 10-13. Is this finalized?
      2. Discussion
         1. Paul – pretty solid at this point; check with Chris
            1. **Action Item – follow up with Chris about dates for workshop**
         2. CCC – purposes of workshop: integrating hydrology, limnology models; how they’re building meshes and getting data set for 3 watersheds (model integration) and educational for us to learn more about what’s happening at Penn State
         3. Paul – from INSPIRE, it’s an opportunity to reach outside project and demonstrate how catchment-scale modeling was developed
         4. Who is invited to the workshop? Would like to be more inclusive than not; great opportunity for people from both teams to get together
            1. CCC – can we follow up with Chris about this offline?
            2. Paul – ask Chris about funding as well
         5. **Action item: Kelly send out email to larger group with more information once we have more information about workshop.**
   4. Subcontracts
      1. Issuing now; end date is 60 days before project terminates (for subaward close-outs)
      2. Discussion
         1. Paul – have run into problems with NCEs; changes in NSF policy/practice?
   5. Telecons for next year (2016 spring semester)
      1. **Action item: Reserve Fridays 2pm eastern for team telecons spring 2016**
4. Comments from team
   1. Lars – hosted Matt Hipsey at Cornell this week (developer of GLM from Australia); now headed to UW to work with Paul
   2. Armen – has been some progress on the modeling side there