1. Committee Terms of Reference
   a. Research IT Committee’s collaboration role is particularly important given the current budget challenges
      i. Where possible, opportunities for collaboration partnerships and ways to share resources need to be identified
      ii. IT Inventory is essential for collaboration
   b. Communication regarding governance is very important
      i. Researchers need to be engaged in order to determine how Research IT Committee can add value
      ii. Needs to be clear to researchers that the governance framework is not a policing effort
      iii. **Action: All Committee members** will communicate governance framework with peers
   c. If researchers engage with Committee early to discuss IT requirements it could help to get IT resources and costs locked down
   d. There may be opportunities for this committee associated with the new Science facility
      i. **Action: Marlies** will ask Science Facility Steering Committee to provide a status update to the Research IT Committee
   e. There may be opportunities for this committee associated with the new Animal Care building
      i. **Action: Reza** will ask Steering Committee to provide a status update to the Research IT Committee
   f. Further discussions are needed regarding how we will operationalize this committee

2. Meeting Schedule
   a. Overall, schedule looks good
   b. There could be value in meeting monthly however, this may not be possible due to Committee members’ busy schedules
   c. Ad hoc meetings may be required from time to time.
   d. Communication over email can be used if meetings can’t be arranged
3. IT Inventory (Draft)
   a. IT Inventory is draft. It is linked from governance website (www.mun.ca/cio/governance). Access is locked down to certain people, MUN login credentials are required
   b. IT Inventory should not be shared broadly or posted publicly; there is a security risk associated with others knowing these details
   c. Committee members reported having issues accessing the inventory. This was fixed after the meeting
   d. Reviewed the Research portfolio IT inventory entries.
      i. Many items are missing, some information may be incorrect
      ii. Action: Cathy provide clarity regarding criteria for items to be added to inventory
      iii. Action: All Committee members will review the entire inventory (not just Research portfolio) and will provide input to Cathy Hyde (cathy@mun.ca) regarding changes and additions to the Research items.

4. IT Investment Proposal (Draft)
   a. No time for review during meeting
   b. Action: All Committee members will review the draft proposal and email feedback to the Committee

5. Feedback for IT Governance Council
   a. Summary of Committee meeting discussion

Next Meeting: May 15

- Alison Ambi will use the draft proposal template to submit a proposal for an IT investment needed by the Library, the proposal will be reviewed in the next Committee meeting