

## **Federated Research Data Repository (FRDR) User Experience and Training Working Group**

### **Terms of Reference**

**Description:** The User Experience and Training Working Group focuses on the user-experience side of the Federated Research Data Repository (FRDR) service by providing feedback on, and suggestions for, the improvement of the front-end design, user-facing documentation, training materials, and informational and promotional materials.

#### **Specific responsibilities:**

- Provide ongoing feedback on FRDR user interface design
- Provide targeted feedback on new features
- Conduct informal usability testing as appropriate
- Create training materials and documentation in support of the service
- Work with other Portage Expert and Working Groups to develop learning modules and other materials to be offered as a part of Portage's suite of training resources

#### **Term:**

Members are asked to serve for a one-year renewable term, starting **April 2019**.

#### **Working Group Members:**

Lee Wilson (Chair)  
Jasmine Hoover  
Kathy Szigeti  
Kathleen Matthews  
Kristi Thompson  
*3 new members TBD*

#### **Frequency of Meetings:**

Every three weeks or as needed

#### **Chair:**

Lee Wilson, Service Manager, Portage/ACENET

#### **Record of Meetings:**

Agenda and minutes to be documented in Google Docs in the Portage Team Drive.

#### **Method of Operation:**

- All members are encouraged to identify issues and to provide them as agenda items (with the necessary background/support documentation) for review and discussion.
- Members are to express opinions openly and respectfully.

- Members are encouraged to identify any potential risks to the project so that they can be mitigated.
- Members agree to adhere to the [Portage Code of Conduct](#).
- Working Group Chair will report to the proposed Portage Data Repositories Expert Group.