**Agenda: NTRTN Committee**

**Date: 19 July, 2013**

**Time: 2.00pm – 4.00pm**

**Venue: NTGPE – Level 3, Building 1, Yellow Precinct, Ellengowan Drive, Charles Darwin University**

**In Attendance:**

**Apologies:**

**Abbreviations:**

| ***Item*** | ***TOPIC*** | ***ITEMS FOR DISCUSSION*** | ***DISCUSSION AND CONCLUSIONS*** | ***ACTION/***  ***REFERRED TO*** | ***BRING UP /COMPLETE*** |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| **1.** | **Minutes** | * For approval of June 2013 minutes |  |  |  |
| **2.** | **Matters Arising** | * TOR (See Section Item 3i) * Communication Plan (See Item 3iii) |  |  |  |
| **3.** | **New business** |  |  |  |  |
|  | 1. **TOR** | * For approval |  |  |  |
|  | 1. **Deputy Chair appointment** | * For appointment |  |  |  |
|  | 1. **Communication Plan** | * For approval |  |  |  |
|  | 1. **NTRTN Stakeholder Forum** | * Early August 2013 * Suggested venue |  |  |  |
| **4.** | **Standing Items** |  |  |  |  |
|  | 1. **SLE** | * Extension with Flinders contract. * Formation of SLE sub – committee. * 2013 – 2014 tender |  |  |  |
|  | 1. **CSSP** | * Formation of sub-committee * Work Program |  |  |  |
|  | 1. **Clinical Placement Data System** | * Update on Darwin & Alice Springs workshops. * Completion of specifications * Dialog Information Technology won the contract to:   1. Produce Functional Requirement Specifications   2. Architecture design to support external client access. |  |  |  |
|  | 1. **Innovation Fund** | * Formation of Innovation Fund sub committee * Determine rules of distributing funding by the sub-committee |  |  |  |
|  | 1. **GNARTN** | * Update on ongoing projects * Future direction |  |  |  |
|  | 1. **Information sharing/updates** |  |  |  |  |
|  | 1. **Project Plan Progress** |  |  |  |  |
| **5.** | **Other business** |  |  |  |  |
| **6.** | **Correspondence In / Out** | * Nil |  |  |  |
| **7** | **Next Meeting** |  |  |  |  |
|  | 1. **Date and time** |  |  |  |  |
|  | 1. **Host / Location** |  |  |  |  |