

**Linked Information Network of Colorado (LINC)  
Review Committee Meeting Agenda**

1. Review goals of virtual meeting (5 minutes)
  - a. To discuss the request and answer any questions the data providers may have about the project
  - b. Compile a list of required revisions to the request if necessary
  - c. Come to a decision by the end of the call – approve, approve with revisions, reject
  
2. Discuss feedback to LINC request (20-30 minutes)
  - a. Review committee members share feedback and ask questions
  - b. Requester ask any outstanding questions
  - c. LINC Director confirm list of required revisions and ask for conditional approval
  
3. Overview of next steps (5 minutes)
  - a. Send revision list to requestor to complete in established time frame
  - b. Send revised version of request and notation where revisions were made to review committee with request to approve via email
  - c. Email will contain next project steps
  - d. LINC Director will work to finalize any outstanding LINC DSAs that will allow the data to be sent to LINC Data Scientist in OIT (if applicable)
  - e. LINC Director will complete Data Use License for requester. This will include the approved request