Minutes for Committee Members Meeting

Date: May 25, 2017
Time: 12:00 PM US Central

Means: Conference Call

Attendees: Gary An
Andrew Drach
Ahmet Erdemir
Bill Lytton
Tina Morrison
Lealem Mulugeta

Not Available: Marc Horner
Joy Ku
Jerry Myers
Lu Tian
Raj Vadigepalli

Agenda:

1. Review of action items from previous meeting - 15 min.
2. Update on conferences and meetings - 5 min.
3. Planning the next advisory council meeting - 5 min.
4. Other business - 5 min.

Action Items:

See Notes for details.

• All
  ◦ Prepare to define the term “credible” for the next conference call.

• Lealem:
  ◦ Follow up to set up a shared folder in Google Drive for documents.

• Ahmet:
  ◦ Start working on a summary of the MSM 2017 Credibility Plan sessions.
  ◦ Follow up with Committee members to acquire blanket agreement to be listed as a co-author in conference materials.

• Tina:
  ◦ Get Ahmet's feedback on draft of introduction and discussion for Ten Simple Rules Committee perspective.

• Raj:
  ◦ Initiate activity to establish a rubric in relation to Ten Simple Rules.

• Andrew:
  ◦ Look for examples to demonstrate implementation of Ten Simple Rules.

• Bill:
  ◦ Provide an example for implementation of Ten Simple Rules as preparation for an upcoming
• Marc & Lealem:
  ◦ Schedule recurring meetings for the Executive Committee.

Notes:

1. Review of Action Items. The participants reviewed the status of action items from previous meeting.
   ◦ Ahmet mentioned that the action item for all members related to definition of the term “credible” was related to potential strategy to have a working meeting. This will likely be an ongoing action item when working meetings are set.
   ◦ Ahmet did not have a chance to work on the summary of MSM 2017 Credibility Plan sessions. He is still willing to pursue this activity and would like to keep the action item as an ongoing activity until it is delivered. Ahmet prepared and presented the poster for BMES/FDA Frontiers meeting; more on that was discussed as part of the agenda item on conferences and meetings.
   ◦ Tina has worked on introduction and discussion of Ten Simple Rules Committee perspective article. Tina would like to get Ahmet’s initial review and comments before circulating among Committee members.
   ◦ Raj was not able to attend the conference call. The group will catch up with him later about the progress on establishing a rubric in relation to Ten Simple Rules.
   ◦ Andrew was not able to look for examples to demonstrate the implementation of Ten Simple Rules. He will follow up for the next meeting.
   ◦ Bill will prepare the example from neuroscience for upcoming conferences. The conferences are not until mid July and mid September. This will be an ongoing activity until then.
   ◦ Marc was locked out from his WhenIsGood account, preventing him to schedule recurring meetings for the Executive Committee. Lealem recommended that the potential schedule should include the days and times of the whole week to understand everyone’s availability. Lealem will follow up with Marc to resend the scheduling request for recurring meetings.

2. Conferences.
   ◦ Ahmet attended the BMES/FDA Frontiers meeting and presented the poster on the comparison of Ten Simple Rules Committee perspective to FDA’s Medical Device Development Tool Program. The poster had great attendance; more than 20 people stopped by mostly from medical device and simulation software industry. Ahmet sent the copy of the poster to those who requested. Ahmet also met Andrew and had a chance to catch up with Tina and Gary in multiple occasions.
   ◦ Bill will be presenting in upcoming neuroscience conferences scheduled during July and September.

3. Advisory Council Meeting. The Advisory Council meeting needs to be scheduled. Availability of Lealem and Ahmet during the summer indicated that early August is a likely time frame for the meeting. The goal is to start the leadership transitioning process following the Advisory Council Meeting.

4. Other Business.
   ◦ Gary joined the Executive Committee meeting. He is now serving in the Advisory Council. The Executive Committee is happy to have his input during the conference calls when he is available.
   ◦ Bill asked about the possibility to have a blanket agreement to include all Committee members as co-authors in abstracts, posters, and presentations. Ahmet will follow up with the Committee members to acquire their blanket confirmation to be included as co-authors in conference related material. The co-chairs can review the final abstract before submission to ensure the consistency of the Committee’s message.
   ◦ Bill recommended the use of Google Docs for development of documents, e.g. abstracts,
Ahmet mentioned that it is a possibility. While source code repository helps development of documents and tracking their history; Google Docs will likely be a more convenient alternative. It also provide version control. Lealem noted that the Committee has a Google account. **Lealem will follow up to set up a shared folder in Google Drive for documents.**

- Bill will be teaching a simulation course and wondered about incorporating the Committee's perspective in the courses he teaches. The participants recommended in favor of it as it may establish good habits for the upcoming generation of modelers.
- Tina asked about the time frame for leadership change. Lealem noted that plan for transitioning will be raised in the next Advisory Council meeting.
- Tina mentioned that she would like to work on the Committee perspective article. Lealem indicated his desire to lead the Community perspective article. Ahmet noted that multiple first authors may need to be indicated in the manuscripts based on contribution levels, i.e. depending on who finalizes the write up and who puts significant effort to get the work done. He also emphasized that all co-authors will be responsible to review such that the documents are balanced and reflects the diversity of the Committee and the community.