Minutes for Committee Members Meeting

Date: September 11, 2017
Time: 3:00 PM CDT

Means: Conference Call

Attendees: Ahmet Erdemir
Marc Horner
Joy Ku
Tina Morrison
Jerry Myers
Lealem Mulugeta
Raj Vadigepalli

Not Available: Andrew Drach
Bill Lytton
Lu Tian

Agenda:

1. Overview of the Advisory Council Meeting (15 minutes)
2. Outstanding action items from previous meeting (5 minutes)
3. Ten Simple Rules manuscript (45 minutes)

Action Items:

See Notes for details.

• Lealem:
  ○ Look for the guidelines of PLOS Ten Simple Rules articles.
  ○ Incorporate musculoskeletal modeling example to the Committee perspective manuscript.
    https://docs.google.com/document/d/1dFRf24YCscJLvA_dDizZnsog7VeoEdqpgQEyEZ-vo4KQ/

• 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.
  ○ Contact Andrew about the possibility of leadership transitioning.

• Joy:
  ○ Send Ahmet notes on the MSM 2017 Credibility Plan sessions.

• Raj:
  ○ Continue activity to establish a rubric in relation to Ten Simple Rules.

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

• All:
  ○ Provide a few sentences in response to each outline item for the introduction of the Committee perspective manuscript
    https://docs.google.com/document/d/1dFRf24YCscJLvA_dDizZnsog7VeoEdqpgQEyEZ-vo4KQ/
Provide a few sentences in response to each outline item for the discussion of the Committee perspective manuscript

https://docs.google.com/document/d/1dFRf24YCscJLvA_dDizZnsg7VeoEdqpgQEyEZ-vo4KQ/

Notes:

1. **Advisory Council meeting.** Ahmet provided a summary of feedback from the Advisory Council. Two themes from the meeting were emphasized.

   ○ The Co-Chairs informed the Advisory Council about their desire for the transitioning of leadership. They recommended Pras Pathmanatan and Andrew Drach as potential candidates for co-chairs. Pras was not able to commit due to his increased responsibilities in the modeling community at the FDA. He showed an interest to take a role in the Executive Committee. **Ahmet will contact Andrew to ask about leadership.** Lealem also mentioned that Grace Peng will explore potential candidates from the IMAG community. Tina wondered if Marc was still under consideration. Ahmet noted that he has been occupied and later, after Marc joined, he confirmed this. Ahmet asked the participants for leadership recommendations.

   ○ The Advisory Council recommended a focused strategy to accomplish outstanding tasks. As a result, the Co-Chairs decided to prioritize completion of the Ten Simple Rules – Committee Perspective manuscript before branching into other tasks.

2. **Outstanding action items.** The participants went over the action items from the previous meeting.

   ○ Lealem reached out to a third speaker, Robert McDougall, and confirmed that he would join the IMSH panel. Ahmet wondered if Tina would also attend the IMSH. Tina responded that it will not be likely. Ahmet asked Lealem if he has funding to attend the IMSH. At the moment; it seems like the organization will support his participation.

   ○ Lealem still needs to look at the guidelines for PLOS Ten Simple Rules articles.

   ○ Ahmet did not have a chance to work on the summary for MSM 2017 Credibility Plan sessions. He asked Joy whether she had any notes. **Joy will send Ahmet her notes on the MSM 2017 Credibility Plan sessions.**

   ○ Ahmet still needs to follow up with the Committee to acquire a blanket agreement to be listed as a co-author in conference materials.

   ○ The participants discussed the rubric started by Raj. A focus of the discussions was the meaning of “domain expert”. The group agreed that the “domain expert” may refer to contextual expertise based on application area, e.g. a cardiologist who may be involved in cardiac modeling, or may indicate technical expertise based on modeling strategy. The group provided feedback to Raj to emphasize this differentiation in the rubric. Raj will work on the rubric to provide entries for other rules.

   ○ Andrew was not at the meeting; no update on progress for examples to demonstrate implementation of Ten Simple Rules.

   ○ The action items for all Committee members are ongoing, primarily to contribute to the Ten Simple Rules article (also see below).

3. **Ten Simple Rules – Committee Perspective Article.** The group scanned the draft of the Ten Simple Rules along with discussions on authorship and needed contributions.

   ○ Ahmet started a discussion on authorship. Both Lealem and Tina had an interest in having an active role in leading the development of the article. Based on feedback from Lealem and Tina, Ahmet recommended that Lealem take the first authorship and Tina take the second (or co-first author listed second). Lealem recommended Ahmet to be the senior author. Ahmet emphasized that the first author will need to do a lot of leg work to respond the co-author comments, prepare the submission, etc. and Lealem is willing to do so. Tina is willing to help.

   ○ Current text in the Introduction seemed to have too much regulatory and medical device related focus. **Ahmet recommended all Committee members to check the outline for the Introduction and...**
provide a few sentences in response to each item in the outline. This way, perspectives from various stakeholders can be acquired and later consolidated to a more broader text by the leading authors.

- The Methods section is long. This intends to serve as a more detailed report for the Committee. It will likely be shortened for publication. Tina has already provided recommendations to shorten.
- The Results section is similarly long. There are recommendations in the document to shorten. Ahmet also noted that each individual rule description does not need addition sections on resources, examples, etc.; just a short rule as a header, more detailed description rule and included practices.
- Ahmet recommended adding a section on examples, i.e. similar to the example provided by Lealem for the MSM 2017 poster. Tina wondered if someone else went over that same example and extract information related to Ten Simple Rules in a similar fashion. Lealem will follow up with the integration of an example to the manuscript.
- The Discussion section needs to be expanded. Ahmet recommended all Committee members to check the outline for the Discussion and provide a few sentences in response to each item in the outline. This way, perspectives from various stakeholders can be acquired and later consolidated to a more broader text by the leading authors.