

# Minutes for Committee Members Meeting

**Date:** June 28, 2013

**Time:** 2:30 PM CDT

**Means:** Conference Call

**Attendees:** Jacob Barhak  
Ahmet Erdemir  
Joy Ku  
Lealem Mulugeta

**Not Available:** Gary An  
Marc Garbey  
Tina Morrison  
Jerry Myers

## Agenda:

1. Introduction of new Committee Member - 5 min
2. Summary of Advisory Council meeting -10 min
3. Update on tasks - 30 min
  - a) Literature review (status and next steps) - 5 min
  - b) Definitions (progress and next steps) - 5 min
  - c) Recruitment of new candidates (status and next steps) - 5 min
  - d) Status on summary presentation update - 5 min
  - e) Bi-weekly meeting alternative times - 5 min
  - f) Other action items - 5 min
4. How are we doing relative to our 2 year schedule? -10 min
  - a) Where do we stand?
  - b) What is the next logical step to advance progress?
5. Other business - 5 min

## Action Items:

See Notes for details.

1. **All Committee Members:**
  - Continue contributing to respective tasks you are leading.
  - Continue contributing to other tasks when appropriate.
  - Complete any remaining action items from previous Committee meetings.
  - Provide links to your website(s) in your SimTk user profile.
2. **Ahmet:**
  - Write up the minutes of this conference call.
  - E-mail the link for the minutes of the Advisory Council meeting.
  - E-mail Lealem a link about the Biocomplexity Institute at Indiana University and Maciej Swat.
  - Generate running documents in the repository to collate biosketches; also provide easy access to these through the “Documents” section of the project site.
  - With Gary, explore the possibility to use wiki of the project site for the Task: Definitions.
3. **Joy:**

- Start a literature survey track on models categorized based on their maturity for clinical application.
4. **Jacob:**
    - Contribute to literature survey when appropriate.
    - Port Task: Overview Presentation to the wiki of the project website.
    - Contact Joy to include her in discussions about the International Meeting on Simulation in Healthcare.
  5. **Lealem:**
    - Add Joy to Zotero users.
    - With Ahmet, explore the possibility to divide the Committee Members and Advisory Council into distinct groups, based on background and expertise.

## Notes:

1. **Recruitment of Committee Members.** Joy Ku joined us as part of the executive Committee. Joy is the director of Simbios, National Center for Biomedical Computing at Stanford University. The facility provides software for biology, molecular dynamics, human movement. Joy has a background in finite element analysis of blood flow including *in vivo* and *in vitro* experiments for validation. Her interest in the Committee is founded on her initiatives to convince clinicians that simulations are useful tools. Bill Lytton and Richard Olsen were contacted by Lealem for Committee membership. Another potential candidate is Maciej Swat from the Biocomplexity Institute at Indiana University. ***Ahmet will e-mail Lealem link about the Biocomplexity Institute and Maciej Swat.*** Fruma Yehiely from Northwestern University was recommended by Wing Kam Liu. Fruma is interested in science of science and multidisciplinary interactions between scientists. The Co-Chairs decided to have her as a public contributor at this moment.
2. **Summary of Advisory Council Meeting.** Actions that came out of the Advisory Council meeting were summarized along with what we need to do to accomplish these.
  - The Committee Members were guided to the location of the Advisory Council meeting minutes, see [https://simtk.org/websvn/wsvn/cpms/doc/minutes/ac\\_20130603-minutes.pdf](https://simtk.org/websvn/wsvn/cpms/doc/minutes/ac_20130603-minutes.pdf).
  - The proposed activities to respond to the Advisory Council feedback included formulation of a guidance document that will potentially be based on dividing the Advisory Council to two or more groups (to polarize them first for discussions, then later get to a common ground), synthesize their discussions to provide a multidisciplinary consensus for establishing credibility in modeling and simulation. For example, the Advisory Council may be split into teams lead by Tony (on the systems biology side) and Martin (on the engineering, standards side)
  - Classification of models, in terms of their proximity to clinical utility, was brought up. This can be part of the literature survey. ***Joy and Jacob are willing to help to populate literature database in view of models role in clinics, e.g., clinical tools, pathway to clinical tools, research tools, pathway to research tools.***
3. **Biosketches.** Jacob asked about the possibility to provide biosketches on the web. This will help understanding the diversity of the Committee Members and Advisory Council, therefore help dividing the team into groups for prospective discussions. ***Ahmet will generate two running documents in the repository (one for executive Committee Members, the other for Advisory Council) to collate biosketches.*** Ahmet will also provide easy access to these documents through the “Documents” section of the project site. ***All team members were encouraged to provide links to their laboratories or websites at the user profile of SimTk.***
4. **Task: Literature Survey.** Lealem continues to populate Zotero database. Marc and Tina were contacted to move forward. Lealem reported that Marc Garbey had provided some comments on what we might want to consider in order to move forward. The team did not have a chance to have further discussions due to professional obligations, which are also related to Committee activities. Lealem has been reviewing articles by Oberkampf on uncertainty estimation and error propagation. Joy uses Zotero.

**Lealem will add Joy to Zotero users.** The literature survey can be split into multiple tracks: survey of tools to establish credibility, survey of models as categorized by their proximity to clinical utility, survey of models by Committee Members and Advisory Council.

5. **Task: Definitions.** Ahmet contacted Gary to continue work on definitions; the task is stagnant at this moment. There is a forum discussion and a running document in the Subversion repository. Alternatively, wiki can be used to provide definitions on the website, where editing and discussions by others can be easier. **Ahmet and Gary will discuss utilizing the wiki for definition of terminology.**
6. **Task: Overview Presentation.** Jacob emphasized that wiki may suit better to update text of overview presentation and to resolve conflicts. **He will port the document to the wiki for future updates.** The version in the Subversion repository will be updated when discussions and changes in the wiki become mature, i.e., a release candidate.
7. **Bi-weekly Meeting Schedule.** Friday, end of the day, was frowned upon as a recurring meeting time. Thursday 1 PM CDT will be utilized instead.
8. **Progress on Timeline.** Committee is falling behind schedule, e.g., a working outline of a guidance document was not delivered by June 30, 2013. Yet, the interactions are building up. The recent guidance from the Advisory Council will likely help refocus and work towards a document.
9. **Other Business.**
  - The capability of any SimTk member to be able to post to forums was confirmed.
  - Any left over action items from previous Committee meetings were decided to be non-critical and are not expected to be completed.
  - The International Meeting on Simulation in Healthcare was discussed. This may be a good opportunity to increase visibility of the Committee and reach out to other groups invested in modeling and simulation. E-mails has been passing around between John Rice, Jacob, and Tony Hunt. **Jacob will follow up with Joy, to include her in this communication.** The meeting will be at San Francisco. It may be possible to get Joy and Tony Hunt to physically attend and represent the Committee, due to the proximity of their home base to the meeting location.
  - Jacob continues to post in forums on “Why do we need a Committee?”.
  - **Ahmet will write up meeting minutes.**
  - **Ahmet will e-mail the Advisory Council the link for updated Advisory Council meeting minutes.**