

Minutes for Committee Members Meeting

Date: June 19, 2014

Time: 12:00 PM CDT

Means: Conference Call

Attendees: Ahmet Erdemir
Joy Ku
Lealem Mulugeta
Lu Tian

Not Available: Gary An
Bill Lytton
Tina Morrison
Jerry Myers

Agenda:

1. Survey - 5 min.
2. IMAG/MSM Consortium Meeting in September – 10 min.
3. Publication - 5 min.
4. Glossary - 5 min.
5. Other business - 5 min.

Action Items:

See Notes for details.

- **Ahmet:**
 - Remind Committee members to register IMAG/MSM Consortium Meeting
 - Provide Committee members the list of survey questions to prioritize definition of terms.
- **Lealem:**
 - Provide feedback on Ten Simple Rules publication outline.
- **Joy:**
 - Follow up with Stanford University IRB the status of survey study exemption request.
- **Ahmet & Lealem:**
 - Decide upon a tentative agenda for IMAG/MSM Consortium Meeting.
- **All:**
 - Scan survey questions to mark terms in Glossary wiki page that need immediate attention.

Notes:

1. **Survey.** As noted in previous meetings, IRB procedures at the Cleveland Clinic site was completed. An exemption request was submitted to Stanford University IRB. Joy has been following up developments on that end without any feedback. Stanford University IRB meets once a month. **Joy will e-mail the IRB at Stanford University and follow up with a phone call.** A generic e-mail is available at the wiki for distribution of the survey. The team needs to tidy up the project web site to support the survey.

2. **IMAG/MSM Consortium Meeting.** The third day of the IMAG/MSM Consortium Meeting will provide an opportunity for face-to-face discussions of Committee matters and other complementary activities. At this point the following Executive Committee and Advisory Board members will be there: Tony, Wing-Kam, Donna, Tina, Ahmet, Lealem, Grace, and potentially Gary. Joy cannot make it. Lu will check his schedule. The group can conduct some Committee work while there. The Committee needs to put an agenda together and co-ordinate with Herbert Sauro as he is planning IMAG/MSM and possibly CPMS related activities in the third day. Ahmet reminded all Committee members to register MSM Consortium Meeting and check the third day (September 5) option if they are planning to join. ***Ahmet and Lealem will decide a tentative agenda. Ahmet will send a reminder e-mail to Committee members to register.***
3. **Publication.** Publication activity related to the perspective of the Committee on Ten Simple Rules has not progressed. ***Lealem needs to provide feedback on the outline.*** Joy will like to review but she will wait for more final state of the outline.
4. **Glossary.** Glossary activity was slow during the past weeks. Joy has been having a hard time to tell which words are defined, what others are awaiting for definitions. Ahmet and Lealem informed that even when a definition exists, it may be beneficial to add upon that. Any overlaps and conflicting definitions can then be consolidated by the Committee to establish a Committee definition. A concern was raised related to having a timeline. If certain words are critical, these can be focused on for completion during a specified schedule. The group decided that any terms used in the survey should have a priority. ***Ahmet will provide Joy, Lealem, and Lu the list of survey questions. Joy, Lealem, Lu, and Ahmet extract terms used in these questions and mark the list in the Glossary wiki page to emphasize words that need immediate attention.***
5. **Other Business.** No other issues were discussed.