

Minutes for Committee Members Meeting

Date: April 7, 2016
Time: 12:00 PM CDT

Means: Conference Call

Attendees: Ahmet Erdemir
Joy Ku
Bill Lytton
Lealem Mulugeta
Jerry Myers
Lu Tian

Not Available: Gary An
Marc Horner
Tina Morrison

Agenda:

1. Recap of action items from previous meeting - 5 min.
2. Update on new members - 5 min.
3. Update on upcoming conferences - 5 min.
4. Ten Simple Rules survey analysis update - 5 min.
5. Webinars - 5 min.
6. Other - 5 min.

Action Items:

See Notes for details.

- **Lealem:**
 - Continue drafting an abstract with the Committee for EMBC'16.
 - Provide Joy names of people to contact from Entelos.
- **Lealem & Jerry:**
 - Work on a 3-way folding promotional pamphlet about the Committee.
- **Ahmet:**
 - Follow up with EMBC-16 deadlines for abstract submission.
 - Start drafting an abstract for VPH2016.
- **Bill:**
 - Work with Marc to coordinate the possibility of co-locating the V&V40 meeting at the IMAG/MSM meeting.
 - Provide Joy names of people to contact from Medtronic.
- **Joy:**
 - Follow up with FEOPS for a webinar.
- **Marc:**
 - Verify if added to MSM listserver.
 - Work with Bill to determine final dates for IMAG/MSM in order to co-locate ASME V&V40

- meeting with the MSM Consortium meeting.
- Provide Joy names of people to contact from EndoSize and BraceSim.

Notes:

1. Recap of Action Items.

- Lealem has been working on the draft of an abstract for EMBC'16. He anticipated that he would be circulating it by upcoming Monday.
- Lealem communicated with Alison Marsden, obtained biographical information and updated the wiki pages.
- **Lealem still has to provide Entelos contacts to Joy.**
- Ahmet contacted MSM listserver administrator to have Marc added to the listserver. **Marc needs to follow up to see if he receives e-mail from the MSM listserver.**
- Ahmet did not have a chance to communicate with Silvia Blemker. Given the difficulties to arrange discussions, he advised the Committee to move on to recruit others.
- Ahmet mentioned that VPH 2016 abstract deadline would be May 15. **Ahmet would most likely start drafting the VPH 2106 abstract after April 15.** He mentioned that the abstract is a four page document and asked the participants about the desired content. The group agreed to come up with an abstract on model reproducibility and credibility, referring to overall activities of the Committee and results from specific activities. Might be good to provide a summary of results of the survey and what the Committee is about. Joy recommended to emphasize how we want to engage the community in Europe. It may be nice to have an Advisory Council Member from Europe and VPH 2016 may provide the opportunity to search for it.
- Ahmet recommended Joy to check FEOPS website to access contact of FEOPS team members. **Joy will follow up with FEOPS.**
- Bill summarized the IMAG/MSM planning. The themes were chosen and individual funding agencies will give presentations based on their interests. The dates are October 26-28, 2016 including an overflow day for any satellite meetings. There is an overlap with NHLBI investigators meeting. **Bill will notify Marc to see if Marc can arrange V&V 40 meeting take place at the same time.**
- **Bill still needs to send Joy information about Medtronic contacts.**
- Marc was not able to join the meeting. His updates will be discussed in the next meeting.

2. **Member Recruitment.** Please refer to relevant discussions above on recap of action items. There are 3 positions available in the Advisory Council and 1 in the Executive Committee. Lealem will contact Gary (from Mayo Clinic) again. Jerry noted that he had a chance to meet with Gary in the past week and he seemed to have an interest in the Committee.

3. Conference Participation.

- **Ahmet will follow up with EMBC-16 deadlines for abstract submission.**
- BMES/FDA abstract was accepted for poster. ASME V&V abstract was accepted as a podium presentation. Marc will likely present in both these meetings. Marc can start drafting the poster and presentation and others can help.
- Ahmet asked participants to spread word about the Committee in conferences they attend. Jerry asked if there are any pamphlets to share with colleagues. A poster may serve as a pamphlet for distribution. **The group discussed the possibility to design a 3-way folding pamphlet, Lealem and Jerry will work on it.**
- Please also refer to relevant discussions above on recap of action items.

4. **Ten Simple Rules – Survey Data Analysis.** The data analysis group meeting that was supposed to be this week was canceled. Lu come up with data reduction criteria. The group needs to discuss an make a

decision on the strategy to employ; Martin raised some issues during e-mail communication. Lu noted that once the criterion is decided, the analysis can be carried out fast.

5. **Webinars.** Please refer to relevant discussions above on recap of action items. Ahmet asked if the Committee should give a webinar to IMAG/MSM on its activities, more specifically on the results of the survey (once finalized). This was agreed upon as a possibility. Joy also recognized that when recruiting speakers it may be useful to mention the expanded audience of IMAG/MSM to increase the appeal.
6. **Other Business.** Marc Garbey's COSINE meeting is coming up in a month. The meeting will be held in Bordeaux, France. Bill may put up a poster about the Committee there if any participant is interested in providing him one.