1. **INTRODUCTIONS**

   a. Welcoming new collaborators, who are listed below in alphabetical order (see ‘participants’ attachment for the full list)
      i. Chris Mavergames, Cochrane
      ii. David Gough, EPPI Centre and Evidence Synthesis International
      iii. Edoardo Aromataris, Johanna Briggs Institute
      iv. Elie Akl, SPARKS (American University of Beirut) and GESI
      v. Julian Elliott, Cochrane Australia and National COVID-19 Living Evidence Task Force
      vi. Maureen Dobbins, National Collaborating Centre for Methods and Tools
      vii. Nikita Burke, Cochrane Ireland and ihealthfacts.ie
      viii. Safa Al-Khateeb, RISE
      ix. Tricia Greenhalgh, Oxford Centre for Evidence-Based Medicine (contributor)

2. **FOLLOW-UP ON ACTION ITEMS**

   a. All items were completed or are in progress
   b. Inventory of evidence sources is now available online and is being updated 1-2 times per weekday as new sources are submitted to forum@mcmaster.ca: https://www.mcmasterforum.org/find-evidence/guide-to-covid-19-evidence-sources

3. **DISCUSSION ABOUT WORKING GROUPS**

   a. Participants agreed with the five proposed working groups – coping, engaging, digitizing, synthesizing, packaging – and added a sixth focused on ‘sustaining’
   b. Participants discussed many issues related to the terms of reference for these working groups and potential members and chairs – see the ‘working groups’ document, which capture all of these points and which will be the focus of our Monday call
   c. Participants generally supported the following points and encouraged that they be re-framed as principles (a draft of which are now included in the proposed terms of reference for the Scoping working group)
      i. Aiming for one co-chair from a high-income country and another from a low- or middle-income country and for seeking gender balance across the full group of co-chairs
      ii. Strongly encouraging review authors to register all reviews in PROSPERO and ensuring that PROSPERO has the capacity to rapidly upload these
      iii. Setting up a global searchable database of 1) the questions that decision makers are asking synthesis groups and others that support them; 2) completed rapid responses, so that others can draw on these in their setting; and 3) completed COVID-related syntheses, again so that others can draw on these in their setting

4. **DISCUSSION ABOUT SUPPORTING WORKING GROUPS**

   a. Participants supported RISE (McMaster Health Forum and Ottawa Hospital Research Institute) acting as the secretariat for the initiative
   b. Participants supported the idea of uploading meeting materials to a website where they will be publicly available
      i. RISE to get these webpages up ASAP
ii. Participants to share their logos if they are willing to be noted as active contributors to the initiative

5. ANY OTHER BUSINESS

a. Any other business
   i. All to connect Trish Greenhalgh to others engaged in qualitative evidence synthesis
   ii. Maureen to share the slides describing a now-dormant platform that she established for addressing Ebola (with funding from the Public Health Agency of Canada)
   iii. RISE to share the link to the slides from the WHO ad-hoc technical consultation on managing the COVID-19 infodemic (7 and 8 April 2020):
       https://drive.google.com/drive/folders/1HrsEd4uVM5woZxrLA9A4sihhlkyZKpdK
   iv. RISE to proceed with the call with several key individuals involved in the U.S. Evidence-based Practice Centers to understand whether and how we can collaborate