Digitizing Working Group
Agenda for Webex call on 8 May 2020
https://mcmaster.webex.com/meet/rise

1. **INTRODUCTIONS** a. Welcoming any new members of the working group (if applicable)	**5 min**
2. **FOLLOW-UP ON ACTION ITEMS** a. Share revisions to the draft terms of reference (see attachment 2)	**20 min**

3. **DISCUSSION ON SCOPE OF GROUP**
 	
   a. Scope and remit of working group
      a. Near term objectives
         i. Inventory of global digitalization landscape (including main technical/standards issues when considering inter-operability
      b. Identifying opportunities for added value (with end goal in mind)
         i. Coordinating role across digital landscape
         ii. Opportunities to pilot/implement tools/processes infrastructure
	20 min

3. **MEMBERSHIP OF WORKING GROUP** a. Members to share with the chair any potential additional members, keeping in mind the principles around geographic, linguistic diversity as well as diversity in experiences with different target audiences	**10 min**

4. **ANY OTHER BUSINESS**
 	
   a. Discuss potential support that Digitizing can give to the Synthesizing working group in identifying technology applications that can support evidence generation
   b. Meeting structure (weekly working group meetings, sub-groups)
	5 min