

<p><b>1. FOLLOW-UP ON ACTION ITEMS</b></p> <ul style="list-style-type: none"> <li>• <i>Additions?</i></li> <li>• <i>Review previous meeting notes and actions from July 31 (see attachment 2)</i></li> </ul> <p><i>Carried over from previous calls:</i></p> <ol style="list-style-type: none"> <li>i. <b>ACTION:</b> <i>Kaelan to mock up a matrix for the group to work through on future calls (in progress)</i></li> <li>ii. <b>ACTION:</b> <i>Chris, Alfonso and Gabriel to suggest other content codes for study type that are needed with shared vocabulary</i></li> <li>iii. <b>ACTION:</b> <i>Chris to ask if we could do a presentation for the WHO library and reserve core</i></li> </ol>	<p>5 min</p>
<p><b>2. 'ENHANCE MY RIS FILE' PROJECT</b></p> <ul style="list-style-type: none"> <li>• <i>Updates on user case document (see attachment 3)</i> <ul style="list-style-type: none"> <li>• <i>Gabriel gave an overview of his presentation 'pilot' to the Secretariat group</i></li> <li>• <i>Kaelan shared the updated use-cases/tool profiling document, which could be used to engage other groups managing repositories and tools to 'profile' how their databases can help different users by addressing features</i></li> <li>• <i>Alfonso noted that it may not be entirely clear where things like 'PICO' format will sit, with Kaelan suggesting it fits under 'decision-relevant' and could be adjusted if it isn't clear.</i></li> <li>• <i>Alfonso also noted that there will need to be ways in which each repository owner could provide feedback on whether changes to the document might be made based on their own interpretation – Kaelan agreed and noted that it should be front-and-centre that their feedback is important.</i></li> <li>• <i>Jerry presented the ACTS work, showing how in profiling under their 'synthesis' step, they point to a number of repositories that could be important and noted there would be an opportunity to integrate the outputs of this work into his work to support ACTS working groups (with an emphasis on linking our supply-side approach with his audience, which is the demand side)</i></li> </ul> </li> </ul> <p><b>ACTION:</b> <i>Kaelan to revise use-case table putting it in excel to ensure it can be more useful/computable with more data added that would enable the presentation of additional tables as needed (based on Brian's suggestion)</i></p> <p><b>ACTION:</b> <i>Kaelan to share use-case table with Digitizing group for 'sign off'</i></p>	<p>20 min</p>

<p><b>ACTION:</b> Digitizing group to develop a plan (during future meeting) about:</p> <ol style="list-style-type: none"> <li>1) outreach to repository owners to fill out the tool and profile (with Alfonso's suggestion of completing it first, then asking them to review and determine whether we got it right;</li> <li>2) integration into COVID-END website (e.g., on the guide to key resources page vs others) and what is needed for initiating that (e.g., critical mass of repositories profiled); and</li> <li>3) integration into ACTS learning community matrix.</li> </ol>	
<p><b>3. DIGITAL SOLUTIONS AND OPPORTUNITIES IN EVIDENCE SYNTHESIS PROCESS</b></p> <ul style="list-style-type: none"> <li>• Discuss key industry ideas (e.g. Kayak, Trivago) and existing digital tools (e.g. Distiller, RevMan) that provide inspiration for types of ideals that can be pursued as a Working Group (to be carried forward to next meeting)</li> <li>• Other updates from participants about key projects which may overlap with COVID-END priorities <ul style="list-style-type: none"> <li>• COKA project overview suggested MANY synergies with our intention to move forward with a standard approach to indexing documents <ul style="list-style-type: none"> <li>• The Classifying Content working group is currently working through much of this across many major repositories and coming up with a way to create a standard, that will then be able to be applied to the COVID-19 dataset, and could also be used by any repository owners (through the RIS file function) to 'link' data across different platforms via COKA's JSON work</li> <li>• Alfonso noted that we should stay attuned to the fact that in de-duplicating through the RIS file function, we're losing data (e.g., if six duplicates have a variation on 'quality' and all have some form of 'high quality' could assume it is high-quality)</li> <li>• This should be considered as a benefit moving forward when making use of the work that COKA is doing</li> </ul> </li> </ul> </li> </ul>	30 min
<p><b>4. ANY OTHER BUSINESS</b></p> <ul style="list-style-type: none"> <li>• Switching to biweekly meeting schedule discussed, and Kaelan noted his absence in the coming weeks (vacation on the 21<sup>st</sup> and 28<sup>th</sup>).</li> <li>• ACTION: Linn and Chris to make a decision about whether this is a good idea for this group, with the following feedback thus far: <ol style="list-style-type: none"> <li>i. Alfonso, Brian and Kaelan noted that it can be helpful to keep the momentum going, particularly when things look like they're starting to 'align'</li> </ol> </li> </ul>	5 min