

1. **FOLLOW-UP ON ACTION ITEMS**
   
   a. Review previous meeting notes and action items (see attachment 2)

2. **ADJUSTMENTS TO WORKING GROUPS**
   
   a. Review and discuss potential scenarios for working group adjustments (see attachment 3)
   
   - A number of possible suggestions were put forward by Jerry, Brian and discussed by others (e.g., sharing some of the ACTS work on the COVID-END site, etc.)
   - **Key decisions to be made suggested by Linn and others:**
     - Whether we keep the group, or whether members want to join other groups
     - Whether we need to create a listserv (for communication)
     - Whether we need to push forward the idea of having Jerry’s ACTS table represented on the COVID-END site
     - **Decisions made:**
       - Don’t meet regularly anymore, unless there are tasks that arise that need touchpoints with subsets of the group
       - Use teams/listserv to keep in touch so we’re all available when needed
       - Continue to weigh in, as needed, on ongoing projects that COVID-END has started that have a digital component, but that the digitizing group could support, make better, etc., and to push things forward asynchronously

3. **USE CASE TABLE**
   
   a. Discuss additional comments and changes made to the Google document ‘COVID-19 evidence summary and guidance resources’
   
   b. Discuss scope and inclusion criteria

4. **ANY OTHER BUSINESS**

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**Digitizing Working Group**

Notes from MS Teams call on 6 November 2020