1. FOLLOW-UP ON ACTION ITEMS	5 min
a. Review previous meeting notes and action items (see attachment 2)	
2. ADJUSTMENTS TO WORKING GROUPS	30 min

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**:
    o Whether we keep the group, or whether members want to join other groups
    o Whether we need to create a listserv (for communication)
    o Whether we need to push forward the idea of having Jerry's ACTS table represented on the COVID-END site
    o **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	20 min
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	5 min