### 1. INTRODUCTIONS

- **Welcoming working group members**
  - Newman Dieyi, Memorial University of Newfoundland, Canada

### 2. FOLLOW-UP ON ACTION ITEMS

- **John to update the website text**
- **Maureen to explore at the partners meeting on Thursday if there is interest among partners who are not Engaging work group members, to play a lead role in facilitating discussions once the listserv is started**
- **Maureen and Laurenz to discuss activities Newman could be tasked with to support the Engaging WG**

### 3. OUTREACH

*(see attachment 3)*

- **Email outreach to network contacts and involving Newman in tracking responses/emails**
- **Feedback on outreach tracking document**
- **Other tasks for Newman: write short summary of discussions from the listserv; provide updates regularly to the Engaging WG; provide updates as time permits about the listserv discussions at the Partners meetings**

### 4. PRIORITY SETTING

- **Revisit suggestions from June 9 meeting of potential co-facilitators for the preliminary four discussion topics for the listserv**
  - **Registration of synthesis titles and protocols (e.g., via Prospero) – Lesley could help here**
  - **Open-access principles for synthesis publications – Tamara could help here**
  - **Priority setting for COVID-19 evidence syntheses – Heather could help here**
  - **Critical appraisal and strength of the evidence assessments in rapid COVID-19 reviews – Laurenz and Jenny could help here**
- **Additional discussion topics; potential co-facilitators?**
  - **Time stamping based on date of search (i.e., how to address a fast-moving field)**
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<td><strong>b.</strong> Difference between expert opinion-based guidance and guidance developed using a robust process</td>
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<td><strong>c.</strong> Importance of beginning to transition to living reviews on priority topics that will be with us for some time</td>
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<td><strong>5. ANY OTHER BUSINESS</strong></td>
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