

1. FOLLOW-UP ON ACTION ITEMS

- a. *Laurenz noted that he and Maureen had received regrets from many working group members and proposed that we use the meeting for more of an operational meeting*
- b. *Laurenz pointed meeting participants to the notes from the previous meeting (see attachment 2)*

2. UPDATE ON MEMBERSHIP [Newman]

- a. *Newman gave a brief presentation about the COVID-END Community membership (see attachment 3), noting in particular that:*
 - i. *Membership has increased from 43 to 123*
 - ii. *Members (based on email addresses) are from academic institutions, non-governmental organizations, and governments (in descending order of frequency)*
 - iii. *Members are drawn from all WHO regions, with Canada and the UK being the countries where members are most frequently drawn from*
- b. *Newman noted that he is conducting a Google search for each prospective member to identify whether the email account has been associated with fraudulent activity, and Maureen noted that she and Laurenz are receiving alerts from JISC when individuals using suspicious email addresses attempt to register*
 - i. **ACTION:** Newman to notify Laurenz and Maureen if individuals are flagged for three consecutive days so that they are not automatically unsubscribed by JISC on day 4

3. UPDATE ON FIRST TWO DISCUSSION TOPICS

- a. *Laurenz invited meeting participants to brainstorm strategies for encouraging members to actively participate in discussions*
 - i. *John noted the feedback from Jeremy about the importance of posting short items and of proactively using the listserv to communicate key messages from COVID-END*
 - ii. *Maureen and Laurenz noted that in their past experience listservs often had relatively little activity from most members but yet these 'silent' members often really valued the listserv, that Janine can include in her proposed survey questions about members' preferences for frequency and nature of posts, and that a balance of statements and questions can also help (e.g., there is less concern if a statement is not responded to)*
 - iii. **ACTION:** Newman to look into best practices in listserv engagement and bring back lessons learned to the next meeting

4. DISCUSSION TOPICS FOR WEEK OF JULY 27TH

- a. *Laurenz and Maureen agreed to proceed with the plans for critical appraisal and hub of hubs as topics*

5. SEQUENCE OF FUTURE TOPICS (*confirmed*)

- a. *Laurenz and Maureen agreed also to proceed with the plans for the sequence of future topics:*
 - i. *Week of August 3: No new discussions launched this week*
 - ii. *Week of August 10: Priority setting for COVID-19 evidence synthesis led by Sandy Oliver and Heather Bullock*

6. SEQUENCE OF FUTURE TOPICS (*to be decided*)

- a. *Laurenz and Maureen noted the possible sequence of future topics:*
 - i. *Week of August 17: Synthesis resources*
 - ii. *Week of August 24: Registration of synthesis titles and protocols (e.g. via Prospero)*
 - iii. *Week of August 31: No new discussions launched this week*
 - iv. *Week of September 7: Open-access principles for synthesis publications*
 - v. *New topics/ideas for future weeks*

7. ANY OTHER BUSINESS

- a. *Maureen noted that Newman's last date for his practicum is the week of 10 August, and John suggested that Janine will likely want to take over his responsibilities and then work through what can be delegated to another staff person (and/or Newman given his generous offer to continue volunteering with the COVID-END Community)*
 - i. **ACTION:** John to ask Kaelan to provide Laurenz and Maureen with an update about Janine's contract (including start date, number of hours, etc.) so they can then begin to engage her in the support to the COVID-END Community
- b. *Laurenz and Maureen reminded meeting participants about the adjusted summer meeting schedule, with no partners meeting, co-chairs meeting or working group meetings scheduled for the weeks of:*
 - i. *August 3rd – August 7th*
 - ii. *August 31st - September 4th*
- c. *They also reminded meeting participants about the need to switch Working Group meetings from WebEx to Microsoft Teams starting August 10th*
 - i. **ACTION:** Safa to begin notifying participants like Lesley Stewart, who can participate in meetings on MS Teams but cannot access discussion threads in the Working Group channel, when substantive discussions have taken place in MS Teams (so they're kept abreast of these developments)