1. FOLLOW-UP ON ACTION ITEMS

   a. Maureen led working group members through the notes from the previous meeting (see attachment 2)

2. UPDATE ON MEMBERSHIP AND ENGAGEMENT

   a. Newman walked working group members through his slides providing a membership update
      i. Membership has grown to 203 members
      ii. Forty percent of members are affiliated with an academic institution
      iii. Members are most commonly from the European region and next most commonly from North America and South America
      iv. Members are most commonly drawn from Canada and next most commonly from the UK, US and South Africa
   b. Discuss best practices in listserv engagement
      i. Newman noted that there is not much literature on supporting engagement in listservs (but a great deal on social marketing, not all of which is relevant to our situation)
         1. Maureen suggested that it may be helpful to review the literature on communities of practice
         ii. Working group members offered observations about listserv engagement
            1. John offered four comments: a) ‘lurkers’ are OK; b) push (e.g., communicating about upcoming webinars) is important, not just engagement; c) engagement can be harder with our more process-oriented postings than with content-oriented postings; and d) timing for our data is peak summer holiday season in the northern hemisphere
            2. Sylvia agreed with much of the above and added two points: a) consider asking questions when we’d like to get input from COVID-END Community members; and b) she found that listserv emails are going to her junk folder (so we may want to suggest that members set up a rule that sends the email to a specific folder and/or adding the email address to a ‘safe senders’ list)

3. SEQUENCE OF FUTURE TOPICS (to be decided)

   a. Maureen reviewed the list of future topics:
      i. Week of August 10: Priority setting
      ii. Week of August 17: Synthesis resources
      iii. Week of August 24: Registration of synthesis titles and protocols (e.g., via Prospero)
      iv. Week of August 31: No new discussions launched this week
      v. Week of September 7: Open-access principles for synthesis publications
b. Maureen invited suggestions for new topics/ideas for future weeks
   i. Laurenz noted that rapid synthesis and at least one other topic had been suggested
      Update:
      a) Time stamping based on date of search (i.e., how to address a fast-moving
         field) – this could likely best be addressed as part of the same discussion period
         as critical appraisal (above)
      b) Difference between expert opinion-based guidance and guidance developed using
         a robust process
      c) Importance of beginning to transition to living reviews on priority topics that
         will be with us for some time
      d) Rapid Response / review focused discussion
      e) Discussion on LMICs paper led by Scoping WG

   ii. John noted that we may want to consider complementing the listserv with a webinars
       targeting the COVID-END Community (e.g., the presentation to the EViR webinar,
       a presentation about the key insights from the LMIC-focused paper)

4. ANY OTHER BUSINESS

   a. Maureen asked the group whether there were any thoughts about how to address John’s
      comment about our focus on process versus content
      1. John suggested that if we pursue this we may want to invite content experts (e.g.,
         Trish Greenhalgh on masks) to complement our process expertise
      2. Jenny suggested that we may want to also highlight lessons learned from a process
         perspective
   b. Maureen invited comments about the frequency of meetings, and working group members
      generally agreed with the proposed move to fortnightly meetings (and agreed that we
      would implement this immediately)