1. FOLLOW-UP ON ACTION ITEMS
   a. Maureen pointed working-group members to the meeting notes and action items (see attachment 2)

2. UPDATE ON MEMBERSHIP AND ENGAGEMENT
   a. Maureen walked working-group members through the slides about listserv membership (see attachment 3)

3. SEQUENCE OF FUTURE LISTSERV TOPICS
   a. To be confirmed:
      i. Topic: Follow-up on webinar about what to do with older studies
         Date: Week of 12 July
         Facilitator: Maureen Dobbins
      ii. Topic: Duplication
         Date: Week of 12 July
         Facilitator: Lesley Stewart
      iii. **Note:** Week of 19 July is a COVID-END quiet week
      iv. Topic: Where are the most pressing gaps in living evidence synthesises to address COVID-19 (following on the webinar on the same topic)
         Date: Week of 26 July
         Facilitators: Ruth McQuillan and Jorge Barreto
      v. Topic: Post about August being a quiet month on the listserv (but members are welcome to post)
         Date: TBD in late July or early August
      vi. Topic: TBD, potential to draw on horizon scanning discussion
         Date: TBD in August (note: August is a quiet month) or September
      vii. How to approach the quick and clean enough appraisal of guidelines?
         Facilitators: Ivan Florez and/or Melissa Brouwers, possibly with guest presenters who are using ‘quick and clean enough’ applications of AGREE II (e.g., COVID-END, eCOVID)
         Date: TBD in September
      viii. How to improve research communication using patient and public involvement (PPI), plain-language summaries, and other approaches
         Date: TBD in September
   b. Suggestions for new topics/ideas for future weeks:
      i. Possible topics linked to queries for the COVID-END inventory from listserv members
      ii. Possible topics coming from the co-chairs and partners calls
iii. Possible topics identified through engagement with the Partners meeting (e.g.,
sustainable funding and team configurations for evidence-synthesis teams post-
pandemic; other lessons learned to bring up in conversations with decision-makers)

c. Webinar linked topics
   i. October - Portals for best evidence about COVID-19
   ii. December – National lessons linked

4. SEQUENCE OF FUTURE WEBINAR TOPICS

   a. Upcoming list of webinar topics
      i. Plan for 28 July: Priorities for evidence syntheses
         Facilitators: Ruth McQuillan and Jorge Barreto, co-chairs of the Prioritizing working
         group (may include Heather Bullock on the horizon-scanning process, Cristian
         Mansilla on inventory process, and Maureen Smith on the citizen partnership process)
      ii. **Note:** August is a COVID-END quiet month
      iii. Plan for 29 September: Global scene setting
           Facilitators: Steven Hoffman
      iv. Tentative plan for October: Portals for best evidence about COVID-19
          Facilitators: Ruth Stewart and Holger Schunemann, co-chairs of the Accessing working
          group
      v. Tentative plan for November: Examples of engaging citizens in COVID-END rapid
         reviews
         Facilitators: Maureen Smith and Maureen Dobbins
      vi. Tentative plan for December: National lessons learned – e.g., Canadian and South
          Africa reports planned for December

   b. Ideas for future topics:
      i. Working group specific presentation

5. ANY OTHER BUSINESS

   a. Consider possible future evaluation of the COVID-END Community with a focus on
      lessons learned