**1. FOLLOW-UP ON ACTION ITEMS**

a. The previous meeting notes and action items were not circulated but they will be available on the COVID-END website

**2. UPDATE ON MEMBERSHIP AND ENGAGEMENT**

a. Laurenz and Maureen walked working-group members through a PowerPoint presentation prepared by Newman with input from Laurenz and Maureen (see slides)

**3. SEQUENCE OF FUTURE LISTSERV TOPICS**

a. Upcoming list of listserv posts that can be handled on an ad hoc basis going forward
   Date: week of 15 November and week of 6 December and then launch week in mid-to-late January
   Facilitators: Jenn Verma

**4. SEQUENCE OF FUTURE WEBINAR TOPICS**

a. Last working group-organized webinar on engaging patients and citizens in evidence synthesis
b. Tentative plans for future topics that can be handled on an ad hoc basis going forward
   i. Evidence Commission exhibits and pathways to influence
      Facilitators: Select commissioners (supported by Jenn Verma, John Lavis and Jeremy Grimshaw)
      Likely date: January (as a formal launch to the report) and the months thereafter

**5. EVALUATION OF LESSONS LEARNED**

a. Jenny walked working-group members through the revised COVID-END engagement survey, an update on obtaining Research Ethics Board approval, and a potential paper based on lessons learned (see attachment 4)

**6. ANY OTHER BUSINESS**

a. Group confirmed the wind-down of the working group