1. INTRODUCTIONS

Taryn welcomed Cheow Peng Ooi, University of Putra (Faculty of Medicine and Health Sciences), Malaysia to the synthesizing group

Also participating on call:
Andrea Tricco
Cheow Peng Ooi
David Tovey
Edoardo Aromataris
Elie Akl
Gabriel Rada
Gunn Vist
Isabelle Boutron
Kanga Emmanuel
Karla Soares-Wesier
Michael Wilson
Nikita Burke
Taryn Young
Vivian Welch

Regrets:
Birte Snilsveit, 3ie
David Nunan, Oxford Centre for Evidence-based Medicine (CEBM), UK

2. FOLLOW-UP ON ACTION ITEMS

- Taryn reminded the group of the previously discussed terms of reference. Several suggested were raised:
  - Clarifying that working group not going to create evidence tables, but understanding how might support greater accessibility of evidence tables
  - Suggest expanding focus from only ‘living’ reviews to generate shared understanding of reviews that are updated regularly, and including broad type of reviews that can be regularly updated

ACTION: Taryn and David to revisit terms of reference and share with group for feedback (through email and MS Teams)

3. SYNTHESIS RESOURCE BASE AND TOOL INVENTORY

Taryn reviewed the resource document (see attached with meeting comments incorporated)
| ACTION: Working group members are asked to provide feedback and any additional resources with Taryn and David, or post to the MS Teams Synthesizing working group page |
| ACTION: Taryn, David and Anna will incorporate the working group's comments into the resources document, and share with group for feedback |