## 1. INTRODUCTIONS

  a. Welcoming new working group members
     i. Cristián Mansilla, McMaster Health Forum, Canada
     ii. Stephanie Chang, Agency for Healthcare Research and Quality, USA

## 2. FOLLOW-UP ON ACTION ITEMS

  a. Suggested changes to goal statement (posted on MS Teams):
     The synthesizing working groups aims to improve the coordination and
     efficiency of synthesizing the evidence that already exists in ways that balance
     quality and timeliness

## 3. EVIDENCE RESOURCES AND TOOLS

  a. Resources and tools document (see attachment 3)
  b. Key quality criteria/standards for COVID-19 reviews (see attachment 4)
  c. Identifying burn-out as an issue in the evidence synthesis community (as well as
     in the service provider and decision-maker communities)

## 3. ANY OTHER BUSINESS

  a. Work that can be taken on by student support