

# Minutes for Committee Members Meeting

**Date:** February 12, 2018

**Time:** 3:00 PM CDT

**Means:** Conference Call

**Attendees:** Jerry Myers  
Joy Ku  
Marc Horner  
Tina Morrison  
Raj Vadigepalli  
Ahmet Erdemir  
Andrew Drach  
Lealem Mulugeta

**Not Available:** Bill Lytton  
Lu Tian  
Tony Hunt

## Agenda:

1. Chat about experience in writing the paper
  - a. How would that work on future papers
  - b. Andrew demo project management software
2. Update on work going into IMAG MSM meeting
3. Joy's webinar (actions)
4. Raj/Tina Abstract

## Notes:

Jerry is leading the meeting

### 1) Experience with writing the paper, any feedback to put on future papers?

Jerry thought it work at well. Somebody shepherding through made it work. Interested in getting feedback to see how we might go in future to put these forward. Marc thought it went well. This was a special scenario with a hard deadline. For future papers, we need to make sure majority of folks are available. Raj thought processed worked very well. He couldn't use the word Ten Simple Rules, he thought that that was holding back. Jerry asks if we need to have a coordination meeting to get this out. Marc says that there are a few posters that can be used to utilize some of the terminology.

10 simple rules and other publications to be in a bit more aggressive - timeframe affects contributors/ diversity/ structure of milestones. Maximize contributions. Raj thought he couldn't use the Ten Simple Rules. Transitional problems. If we get papers out, this will not be an issue. Whatever the timeline is and expected deliverables and expected parties and own set goals. Lealem has a proposition, June time frame seems to agreeable to many people. We will get writing allocations for all. Whoever sign up we will assign and get them done. Jerry states that it is an agile approach. -

2) Andrew showcased ASANA (project management tool) and it was used for writing the Frontiers manuscript. Manage projects in ASANA for all CPMS activities, assign to the people and track it. ASANA provides immediate GANTT charts. You can have projects list style or board style. It can send push notifications on phone. The only limitation is you can assign one person in charge of a task but multiple followers.

Raj asks how do we get to use it? Free up to 15 people per project. You can get as many projects. Tina asks, if there is a way to have a template. Andrew says duplicate a project. Committee has 22 members (including executive committee and advisory council). If we want everybody to get involved. Can we create two projects to represent the same project? Andrew said, create teams with single credentials and credentials will be used as e-mail list. Ahmet asks cost per user if we need to go? \$6.25 months / user. We will cross the bridge at that point. No objections to move on with ASANA.

3) Update on IMAG/MSM meeting. Some discussion about how we will implement content.

Group met (Ahmet, Tina, Jerry, Andrew) met. 19-25 lightning presentations and posters (U01 awardees who have credibility plans as well as 5-6 content holders to be defined as we go). For an hour, before lightning grounds an open session on summary of last years finding and what we get from that, ASME V&V40 maybe. Invited, in-depth review of one application to credibility. Lealem, doing 3 presenters and panel discussion put as alternative. Which U01 awardees? The person who had it done is Bruce Lee; behavioral model. Clinical and policy. Only alternative is Ebola (not sure his name). Ahmet asked to check if Bruce or other candidates for presentation are overloaded or not. Whoever presents does not need to give a poster. Jerry says, we will try to get the e-mail to participants by Feb 23. That will be a good target date to get the information. Bruce Lee might be one of the better invitees for the invited discussions. Lealem to ping grace on Dr. Lee's availability. If do presentation, do not do a poster. Minimize the work they need to do.

4) Joy asked to talk about webinar. She reminded that it is a company for drug design and modeling.

They come up with their own strategy for credibility. They have a paper out talking about model qualification, a lot of similarities with TSR. Chief engineer will talk about their method and show two cases in the webinar. Tuesday, Mar 6 9 AM pacific. Any feedback on abstract are appreciated. Joy wants to send the abstract out on a couple days to promote. If we know any groups to reach out, send Joy. We will also presenting in May in their webinars. Lealem does one case study, we need another. If we have two more, Lealem can present 10 simple rules. May 17. Tina said a fellow working with her may find an example. Ahmet will be out in May 17 cannot attend. Joy will send an e-mail to Executive Committee and Advisory Council to volunteer.

5) Raj, abstract for VPH, follow up from previous meetings.

Raj said yes at the time, he will be going to VPH. He put a draft in the work folder, sent an e-mail. February 28. 1 page abstract. He filled in most of it except a few examples. Please let Raj what to do, comments, edit. Big question, asked about authorship. TSR no worries, mention. To make sure the discussion on content of each rule should be reserved to future publication. First author should be presenter; in terms of content, put those who contribute put them alphabetically. Whoever do not contribute, put them as acknowledgement. Tina asks if we have it somewhere. Conference presentations and abstracts we garner as much contribution possible. With journal articles, we use IJME organization. Ahmet asked about deadline. He needs comments/edits Friday, Feb 23. Raj thinks that it will be slightly different. Here, it is written as rubric to complement TSR. Maybe a need for TSR abstract as a complementing poster. If someone wants to have a complementary one, it may be good. Raj asked Tina to consider.