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| **Emotional, cognitive and social health PCORI WG co-chair/staff liaison meeting** | | | | |
| **Date: 5/10/16 Start Time: 9:30am CST End Time: 10:00am CST** | | | | |
| **Attendees:** Kate Houg, Jill Randall, Areej El-Jawahri, Beatrice Abetti | | | | |
| **TOPIC** | **DISCUSSION**  **LEADER** | **Time** | **DISCUSSION SUMMARY** | **Action Items** |
| Attendance/Introductions | All | 5 min | The group went through introductions, and their backgrounds |  |
| Role description | Kate | 5 min | Kate read through the role descriptions of both the admin and lead staff |  |
| Scheduling | Kate | 5 min | Tuesdays and Fridays Eastern time work best, cannot schedule between 12:30-2 Eastern time. Any other time is alright. | -Kate will conduct a doodle poll, and schedule a recurring monthly meeting. |
| Agenda | Jill | 10 min | Areej: very open to suggestions.  -Subgroups have worked well in the past  -Start by reviewing goals and what our objectives are  -Talk about dividing into subgroups to review literature and discuss the next steps  -Need to think about overlap with other working groups, especially the caregiver aspects of education and support, and social health  Beatrice:  -Agrees subgroups would be a great idea  -Doesn’t think any additional members need to be invited  Possible agenda items:  -Welcome introductions  -Overview of PCORI and project history  -Goals for WG  -Timeline for the work  -Discuss subgroups  -Summary of next steps or tasks | -Jill will put together a draft agenda and distribute to the group prior to the first WG meeting |