|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Patient, caregiver and family education and support Co-Chair Working group call** | | | | |
| **Date: 5/10/16 Start Time: 2:30pm CST End Time: 3:00pm CST** | | | | |
| **Attendees:** Kate Houg, Jackie Foster, Alva Roche-Green, Kim Schmit-Pokorny | | | | |
| **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 | We will try to schedule our meetings on Thursday’s.  The first Thursday of the month: 9:30-11am CST  The fourth Thursday of the month: 11am-1:00pm CST  Kim would like to include Margaret Bevans. Alva had a member she would like to invite, and will email Kate the information | -Kate will conduct a doodle poll, and schedule a recurring monthly meeting.  -Invite Margaret Bevans to join the WG |
| Agenda | Jackie | 10 min | Draft agenda items:  -Welcome introductions  -Overview of PCORI and project history  -Goals for WG  -Timeline for the work  -Open discussion  -Summary of next steps or tasks  Kim and Alva both agree this would be a good start. Neither are quite comfortable talking about the overview of PCORI, but we could invite Ellen/Linda to this meeting to share in the beginning.  Outline resources that will be available to the group. What should the end result look like? Template to get out to the co-chairs.  We will see what we can do via email prior to the first meeting, and do a phone call if necessary. | -Jackie will send out a draft of the agenda  -Follow up with Linda on deliverable template (PowerPoint and papers)  -Identify resources that will be available to the group |