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| **Patient, caregiver and family education and support WG Strategy Meeting**  |
| **Date: 6/30/16 Start Time: 8:00am CST End Time: 9:00am CST** |
| **Attendees:** Alva Roche-Green, MD (co-chair); Kim Schmit-Pokorny, RN, MSN, OCN, BMTCN (co-chair); Hélène Schoemans, MD; Barry Schatz; Kate Houg (NMDP admin staff); Jackie Foster, MPH, RN (lead NMDP staff), **Not in attendance:** Bronwen Shaw, MD, Margaret Bevans, RN, PhD, AOCN, FAAN; |
| **TOPIC** | **DISCUSSION****LEADER** | **Time** | **DISCUSSION SUMMARY** | **Action Items** |
| Welcome / Introductions | Jackie Foster | 5 min | Jackie conducted roll call  |  |
| Articles Pulled | Alva |  | * Everyone was sent out the list of articles prior to the call
* Everyone agreed that the articles were what we were looking for. Some were not relevant, and those will be taken out
* We can divide up the abstracts between the researchers/clinicians, and social workers and ask all to weed out the abstracts that are not relevant (20 per person)
* Alva will start from the beginning, and Kim will start at the end (Each do 40, meet in the middle or overlap) to ensure a second review of the abstracts
 | * Kate and Jackie will send out the assignments today to the WG members
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| Guidelines for members to follow |  |  | * We want to identify the research questions that are missing while looking at the abstracts
* The goal of the literature review is to look at what questions have already been answered, to see where the gaps are
* We will ask all members to either recommend or not recommend the abstracts to be pulled for the literature review
* Remind people that there are other groups, and list the areas that we shouldn’t cover
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| Summary of tasks and next steps | Kate Houg | 5 min | We discussed the agenda for our next full group meeting on 7/7/16. Agenda items:Review the minutesDo a brief overview of the sub groupReview the abstracts and guidelines for reviewDiscuss the next steps |  |