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| **Staff liaison kick-off meeting** |
| **Date:** May 3, 2016 **Start Time:** 12:30PM CST **End Time:** 1:30PM CST |
| **Attendees:** Ellen Denzen, Jackie Foster, Christa Meyer, Lih-Wen Mau, Tammy Payton, Lensa Idossa, Kelsey Besse, Heather Moore, Jaime Preussler, Kristen Edsall, Heather James, Linda Burns; **Absent:** Jill Randall, Stephanie Farnia, Beth Murphy |
| **TOPIC** | **DISCUSSION****LEADER** | **Time** | **DISCUSSION SUMMARY** | **Action Items** |
| Welcome and attendance | Kate | 5 min | Kate conducted roll call. |  |
| Project overview and goals | Linda | 10 min | Linda conducted an PowerPoint overview of the project. **Goals for the next 2 years:**1. Recruit and engage a broad community of patients and other key stakeholders
2. Identify and prioritize patient-centered outcomes that will inform the development of the research agenda
3. Communicate and promote the agenda to stakeholders

The NMDP staff liaison will work with the WGs (WGs) to set up meetings, administrative tasks, etc. WGs:1. Patient, caregiver and family education and support
2. Physical health and fatigue
3. Emotional, cognitive and social health
4. Sexual health and relationships
5. Models of care delivery/survivorship and late effects
6. Financial burden
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| NMDP Liaison Role Description and responsibilities | Ellen | 15 min | In order for the WGs to be successful, 2+ staff assigned to each WG. Reviewed the roles and responsibilities document.Reviewed individual roles; need to clarify assignment and resend to staff. Monthly WG calls will convene through the end of 2017.  |  |
| Logistics | Ellen | 15 min | Final WG rosters will be distributed soon. Once the list is sent out:1. Admin to schedule 1/2 hour meeting with chairs for introductions and to determine work style.
	* Identify general days and times that the chairs are available, then doodle poll the entire WG for recurring 1 hour monthly meeting.
	* First WG meetings to occur in May. Discuss potential agenda items for the May meeting. For future meetings, it may be helpful to draft potential agenda items for the co-chairs.
2. Identify an alternate host (lead staff) when scheduling meetings. Schedule room 5 minutes early if possible to troubleshoot as needed.
3. Send out the agenda 3+ business days prior. If there is homework for the WGs, give extra time. Please send reminder about the homework 2 weeks prior.
4. Project will have a hidden webpage, in the meantime use P drive folder (P: PCORI 2 Staff Liaisons). Kate will add meeting templates and WG folders.
5. We will conduct a telepresence training for staff liaisons, with a focus on troubleshooting.

If the WG splits into sub-groups, we will need monthly calls for each sub-group. Let Kate or Ellen know if there are many sub-groups and you need more support.Staff liaisons will meet every 2 months. The biggest work effort will be May-December (ASH). Please let us know of any issues that are coming up right away. | 1. Kate will send out final rosters and WG assignment
2. Kate will let the group know when the P drive folder is ready
3. Kate will schedule a WebEx/Telepresence training
4. Kate will send the summary of symposium 1 (prioritization activity, evaluation, and notes from each roundtable discussion)
5. Kate will schedule bi-monthly staff liaison group meetings
6. Admins schedule meeting with co-chairs and staff liaison lead within next 1-2 weeks
7. Admins schedule meetings for entire WG in May
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| Q & A | All | 10 min |  |  |
| Wrap up, meeting schedule, action items | Kate | 5 min |  | See list above |