NRDS Training and Communication Working Group

Tuesday June 9, 2015

Meeting Minutes

Action Item	Who	By When
Send out meeting minutes	Neesha Desai	6/11/15
Work on additional versions of the Newsletter; send it out prior to the next meeting		6/17/15
Send Neesha Desai a list of members to be included on the Newsletter Listserv	WG Members	6/23/15

Agenda Topics

Welcome/Recap – Neesha Desai welcomed the callers to the call and provided a recap of the last meeting

Newsletter Discussion – Ginger Riley and Holly Massett reviewed the draft newsletter and recognized that this will be a working discussion but the expectation is for the members will take this offline and review further. The goal with this newsletter is to ensure all are informed on the current activities of the project(s) in one location. We are planning to have another option or two, in addition to this draft, for review. We thought it was critical to provide links for the project and working groups. Does this seem like a benefit, a good communication tool?

Feedback

- <u>COMMENT 1</u>, SWOG (Cathy R.): I believe that any mode of communication is a great thing. This is a great idea.
- <u>RECOMMENDATION 1</u>, NCI Leadership (Dianne R.): Can we bring it down to one page?
 <u>RESPONSE</u>, WG Co-Lead (Holly M.): Yes, we will have alternative options to review, including a version with a summarized bulleted update and links and a summary on the second page.
- <u>RECOMMENDATION 2</u>, WG Co-Lead (Ginger R.): Instead of an FAQ section, we can add a hyperlink (in the reference section) to an FAQ document.
 All callers agreed to this recommendation

Stakeholders – Who should get the monthly newsletter?

- <u>RECOMMENDATION 1</u>, WG Co-Lead (Holly M.): We can start with all of the members on our current stakeholder list and any of them can opt out moving forward. After we have sent this newsletter out a couple of times, we can also ask for feedback from the recipients.
- <u>RECOMMENDATION 2</u>, WG Co-Lead (Ginger R.): Should we include a representative from the group of statisticians (Dan Sargent)?
 - RESPONSE, NCI (Neesha D.): I will confirm with Mike Montello that this would be a good choice.
- <u>RECOMMENDATION 3</u>, NCI (Neesha D.): I will create a listserv for the newsletter but it would be helpful to have each member send me a list of people from your organization to include in the listserv.

- <u>RECOMMENDATION 4</u>, NCI (Neesha D.): Should we open the listserv to other communities (i.e. caDSR) to add as they wish?
 - All callers agreed to this recommendation with the understanding that all of the information will be available to more than just the initial stakeholders.

Meeting Recap

- The group agrees with creating a monthly newsletter
- Neesha Desai will move forward with creating a listserv for this newsletter and members of this group have agreed to provide a list of names from their group.
- Additional examples of the newsletter will be created for potential review and discussion (sent prior to the next call if possible)

Attendance:

Name	Affiliation
Smita Subramanian	Children's Oncology Group (COG)
Wendy Wong	COG
Mary Vienneau	Eastern Cooperative Oncology Group-American College of Radiology's Imaging Network (ECOG-ACRIN)
Dianne Reeves	NCI
Holly Massett	NCI
Christina Warmington	NCI, Essex Management
Neesha Desai	NCI, Essex Management
Vanita Patel	NRG
Brenda Maeske	SAIC
Cathy Rankin	SWOG
Zarana Patel	Theradex
Ginger Riley	Westat