

2018-03-15 Meeting notes

Date

15 Mar 2018

Attendees

Name	Attended
Jayashree Kalpathy-Cramer	Yes
Karl Helmer	No
Ed Helton	Yes
Ulli Wagner	Yes
Carolyn Klinger	Yes
Samarth Nandekar	Yes

Goals

- Status Update for Medici Helpdesk

Currently supported challenges

Name of Challenge	Organization / Meeting	Medici instance used	Release Training data	Release Test data	Number of Participants	Closing Date	Will the challenge remain open?	Comments
ISBI Lung Nodule Challenge	International Symposium on Biomedical Imaging		January 8, 2018	March 5, 2018		March 19, 2018		
Pediatric Bone Age Challenge	Radiological Society of North America		August 5, 2017	October 7, 2017	39 individuals or teams	October 17, 2018		

• Discussion items

Time	Item	Who	Notes
	Action Items		see below
	Monthly status reports		November MSR missing December MSR missing Kudos for February status report
	Invoices		Oct-Dec 2017 invoice has been approved Jan 2018 invoice has been approved
	Out of office		Ulli out of office from March 21, returning April 9. Meeting on March 29 will take place as scheduled.
	Email report form		Requester email now included in the email. Email gets sent to 5 people including meeting organizer. Samarth is the primary responder and will request information from other people as needed. Admin can see an Issues tab in the challenge app where they keep track of the issues. Challenge organizer has also access. GUI has been developed, backend development to follow this week. <ul style="list-style-type: none">• ISBI-Lung-Challenge-1.png• ISBI-Lung-Challenge-2.png• ISBI-Lung-Challenge-3.png
	ISBI 2018		The team is assembling a lessons learned document about things users noted regarding case association and randomization. Andrew spent the last two weeks on dealing with data issues.
	Website		Create a website that explains what a challenge is and who to contact for help, including phone line and email Will be tied into the TCIA application process

	Incoming Helpdesk requests		ISBI has generated requests for help, data conversion, technical issues tracking is mostly done by email evaluating systems that could be used for tracking - ongoing
	Procedure questions		How are help desk requests received? How are help desk requests logged? How are help desk requests tracked? Who responds to the help desk requests? How is a "responder" assigned to the help desk request? How are answers tracked? Who closes an issue? Should we track user satisfaction? How to track user satisfaction? Workflow Response time
	Means to request help		phone, email, ticketing system
	Means to provide help		email, answer on phone, chat, WebEx, Bomgart
	Supported Challenges		see new table

Action items

- review existing documentation [Unknown User \(helmerk\)](#)
- submit November monthly status report [Unknown User \(helmerk\)](#)
- submit December monthly status report [Unknown User \(helmerk\)](#)