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1. **FOLLOW-UP ON ACTION ITEMS**

    a. *Maureen led working group members through the notes from the previous meeting (see attachment 2)*

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2. **UPDATE ON MEMBERSHIP AND ENGAGEMENT**

    a. *Newman walked working group members through his slides providing a membership update*
        i. *Membership has grown to 203 members*
        ii. *Forty percent of members are affiliated with an academic institution*
        iii. *Members are most commonly from the European region and next most commonly from North America and South America*
        iv. *Members are most commonly drawn from Canada and next most commonly from the UK, US and South Africa*
    b. *Discuss best practices in listserv engagement*
        i. *Newman noted that there is not much literature on supporting engagement in listservs (but a great deal on social marketing, not all of which is relevant to our situation)*
            1. *Maureen suggested that it may be helpful to review the literature on communities of practice*
        ii. *Working group members offered observations about listserv engagement*
            1. *John offered four comments: a) 'lurkers' are OK; b) push (e.g., communicating about upcoming webinars) is important, not just engagement; c) engagement can be harder with our more process-oriented postings than with content-oriented postings; and d) timing for our data is peak summer holiday season in the northern hemisphere*
            2. *Sylvia agreed with much of the above and added two points: a) consider asking questions when we'd like to get input from COVID-END Community members; and b) she found that listserv emails are going to her junk folder (so we may want to suggest that members set up a rule that sends the email to a specific folder and/or adding the email address to a 'safe senders' list)*

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3. **SEQUENCE OF FUTURE TOPICS** *(to be decided)*

    a. *Maureen reviewed the list of future topics:*
        i. *Week of August 10: Priority setting*
        ii. *Week of August 17: Synthesis resources*
        iii. *Week of August 24: Registration of synthesis titles and protocols (e.g., via Prospero)*
        iv. *Week of August 31: No new discussions launched this week*
        v. *Week of September 7: Open-access principles for synthesis publications*

b. *Maureen invited suggestions for new topics/ideas for future weeks*
   i. *Laurenz noted that rapid synthesis and at least one other topic had been suggested Update:*
      a) *Time stamping based on date of search (i.e., how to address a fast-moving field) – this could likely best be addressed as part of the same discussion period as critical appraisal (above)*
      b) *Difference between expert opinion-based guidance and guidance developed using a robust process*
      c) *Importance of beginning to transition to living reviews on priority topics that will be with us for some time*
      d) *Rapid Response / review focused discussion*
      e) *Discussion on LMICs paper led by Scoping WG*

   ii. *John noted that we may want to consider complementing the listserv with a webinars targeting the COVID-END Community (e.g., the presentation to the EViR webinar, a presentation about the key insights from the LMIC-focused paper)*

4. ANY OTHER BUSINESS

a. *Maureen asked the group whether there were any thoughts about how to address John's comment about our focus on process versus content*
   1. *John suggested that if we pursue this we may want to invite content experts (e.g., Trish Greenhalgh on masks) to complement our process expertise*
   2. *Jenny suggested that we may want to also highlight lessons learned from a process perspective*
b. *Maureen invited comments about the frequency of meetings, and working group members generally agreed with the proposed move to fortnightly meetings (and agreed that we would implement this immediately)*