Prioritizing Working Group meeting
Agenda for the MS Teams call on 20 April 2021
Link: Click here to join the meeting

1. INTRODUCTIONS a. Welcoming new members	**2 min**

2. REVIEW AGENDA AND ACTION ITEMS
 	
    a. Agenda additions
    b. Notes and actions from previous meeting (see attachment 2)
	3 min

3. TERMS OF REFERENCE
 	
    a. Discuss horizon scanning process
    b. Discuss and further develop the following framework:
        i. Need a framework to go from demand (as expressed through the horizon-scanning process) and supply (primary studies, evidence syntheses of different types, guidelines, and knowledge translation)
            1. Map what evidence syntheses already exist (using the COVID-END inventory) and what guidelines already exist (using eCOVID and possibly other sources like ECRI)
            2. Review the the relevance, quality and currency of what is there (which can easily be done with both the COVID-END inventory and eCOVID), as well as whether citizens and/or patients were engaged in the syntheses (or guidelines) and in the primary studies included in them
            3. Identify where gaps exists, particularly for living evidence syntheses +/- living guidelines
            4. Brainstorm about potential teams who could address each gap and what might encourage them to take on the work
	30 min

4. DISCUSSION
 	
    a. Additional members that should be invited to contribute to working group
    b. Université de Montréal research study on communities of practice (see attachment 3 for description of study; see attachment 4 for observation consent)
    c. Change to working group name
	20 min

5. ANY OTHER BUSINESS	**5 min**