



**Prioritizing Working Group meeting**  
 Agenda for the MS Teams call on 6 July 2021  
 Link: [Click here to join the meeting](#)

<p><b>1. INTRODUCTIONS</b></p> <p>a. Welcoming new working group members</p>	<b>2 min</b>
<p><b>2. REVIEW AGENDA AND ACTION ITEMS</b></p> <p>a. Agenda additions          b. Notes and actions from previous meeting (see attachment 2)</p>	<b>5 min</b>
<p><b>3. PROGRESS OF WORKING GROUP ACTIVITIES</b></p> <p>a. Review progress report (see attachment 3) and the next steps for working group</p>	<b>20 min</b>
<p><b>4. LIST OF PRIORITY TOPICS</b></p> <p>a. Review current spreadsheet (see attachment 4) and identify topics that need to be reframed as research questions          c. Identify further refinements to be made (e.g., potentially automating the spreadsheet, whether evidence syntheses in columns F and G have been completed as opposed to planned evidence syntheses) that are outlined in the progress report (see attachment 3)          d. Discuss framework of demand and supply of demand (as expressed through the horizon-scanning process) and supply (primary studies, evidence syntheses of different types, guidelines, and knowledge translation) and whether there is potential to write up the process using this framework (e.g., process paper)          e. Discuss how to communicate and support the take up of priority questions (e.g., communicating both to umbrella groups like Cochrane and to teams/individuals, explaining the need to move quickly, and clarifying the lack of funding but the willingness to write letters of support to funders)          f. Complete the Citizen Engagement Guide for Researchers (see attachment 5) for all research questions</p>	<b>30 min</b>
<p><b>5. ANY OTHER BUSINESS</b></p>	<b>3 min</b>