Second Planning Meeting – Thursday Nov 2, 2006

Present were: Melody Chen (MC), Jane Diefenbach (JD), Mina Hohlen (MH), or Chris Holland (CH), Ujjwala Powers (UP). Nicole Close (NC) could not attend.

This T/C was a follow-up meeting to finalize the details for the initial meeting of the D/C User Group, scheduled for November 17 from 10-12 at the SAS Rockville office.

Agenda for the November Public Meeting

Introductions – JD to do

Mission – MH to do

Decisions made and to be announced/proposed at the initial meeting:

- Frequency – every quarter
- First meeting – January 2007, exact date TBD
- Length of meetings – 2 hours, possibly to be extended if needed for certain presentations (e.g. an introductory training session)

Main topic: to get ideas as to what type of programming the attendees at the initial meeting would like to see. JD will present a list of possible topics for upcoming meetings, including:

- Implementation case studies
- SDTM
- ODM
- DEFINE.XML

CH will do a demo of the website.

Membership and communications/Website

The GOOGLE email group set up by CH will be the main form of communication. It was decided that interested parties could subscribe directly to the GOOGLE email list. CH will do a demo of the website and the related “GOOGLE capabilities” at the initial meeting, including how to subscribe.

The draft mission statement will be put on the website for the first meeting. MH will “finalize” the proposed statement for CH to post on the website. CH’s website uses the CDISC logo; JD will check with Frank Newby to make sure CDISC has no objection to our using their logo. It was decided that the website should not be used as a message board. JD felt it would be preferable to direct people to the CDISC.ORG discussion forum (at least for the time being). CH will put a link on the website to WWW.CDISC.ORG. The current plans are to not make the CDISC.ORG URL available.
at the first meeting (but rather indicate approximately when the link will be sent). Programs and other announcements will be put on the website. JD would also like to be able to associate a speaker with a slide presentation on the website.

Name
It may have been decided that the name would be either CDISC/DC Implementation Network or DC/CDISC Implementation Network.

Announcement regarding the first meeting
JD will send out a general email with the flyer to everyone who has been identified as interested, with a request for the recipient to forward to any party who might have been inadvertently overlooked or unknown to us as interested in SDTM. JD will work with NC to make some minor revisions to the flyer. JD plans to set this out by November 7 (more or less). Subsequent to meeting, JD sent out the email list and asked each member to distribute to the people each recommended.

Future guest speakers:
CH suggested that we take advantage of our location in the D.C. area and invite a guest speaker from the FDA for the January meeting, in particular, Steve Wilson. MH will check with him on his availability; the exact date of the next meeting will be based on that, assuming that he is available and willing to speak in January.

Post meeting note: MC determined that SAS would let us use their conference room with a connection to the Internet (rather than their training room).