Steering Committee T/C – Thursday Nov 30, 2006

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

This T/C was a follow-up meeting to discuss primarily programming for the January meeting of the D/C User Group, scheduled for January 2006.

New Members
CH sent out invitations to join the group to about 25 of his colleagues, with the effect that membership has increased substantially (25 to 50). New users and potential new users may see the meeting calendar through NEWS->FILES. A new user will be notified of any change in the meeting schedule, assuming that the new user joins the group.

Approval of Minutes
It was decided that minutes would be approved (standard meeting procedures) and would be revised and re-posted if necessary. This applies to both user and steering meetings. Before initial posting, the procedure will be: MH prepares -> sends to JD -> JD amends if needed and sends to SC -> SC members send comments to all -> JD will incorporate comments as appropriate and return to MH who will post the minutes.

Changes to the DC/CDISC Website
JD found the *.JPG under FILES to be problematic, and it was decided that the *.JPG file will be removed (and the appearance of WWW.CDISCUSERS.ORG will be changed to accomodate this).

DC/CDISC link on the CDISC website
Due to technical issues (which are being worked on by CDISC), a link is not yet available on WWW.CDISC.ORG). This will presumably happen when the problems have been resolved.

S/C Communication
JD will send a list of S/C contacts to everyone on the S/C (name, email, phone).

Agenda for the January Public Meeting
It was decided that the January meeting will be an introduction to SDTM, given by JD, and oriented mostly to new users. JD will ask Steve Wilson (CDER) to provide a brief overview of the FDA’s perspective on SDTM.

It was decided that the meeting would be ½ day (3 hrs + breaks). The date was tentatively set for Friday, Jan 29 (1-4 pm).

The location of the meeting is not yet determined. UP will try to get approval from HGS management in early January, but may not be able to get an answer in time. AM also
agreed to seek approval from the MedImmune management for hosting the January meeting (in case HGS approval cannot be decided in time).

There will be a paper ballot at the January meeting (available at the “front door”). Attendees will be asked to vote on a final name for the group.

**Action Items:**

- CH will remove the mysterious *.JPG file on the website (under FILES).
- JD will continue to follow-up on getting a link on [WWW.CDISC.ORG](http://WWW.CDISC.ORG).
- JD will get approval to use her company’s call-in number for future meetings.
- JD will send S/C contact information to everyone on the S/C.
- JD will follow-up with Steve Wilson to see if he can participate in the January meeting.
- UP and AM will follow-up with their respective companies about hosting the January meeting.
- AM will provide a paper ballot for a final name for the group, so that the attendees at the January meeting can vote on this.