

1. FOLLOW-UP ON ACTION ITEMS a. Review notes from previous meeting (see attachment 2)	3 min
2. JISC LISTSERV SIGN-UPS UPDATES	5 min
3. CHECK IN WITH WORKING GROUP MEMBERS ON LISTSERV a. Sign-ups b. Feedback	5 min
4. REVIEW PRINCIPLES OF BEHAVIOUR CRITERIA AND SEEK APPROVAL FROM WORKING GROUP	15 min

5. PLANS FOR FULL LAUNCH (JULY 20)

- a. Working group members discussed potential parameters for discussion facilitators (keeping in mind that we will not be moderating the listserv in the sense of approving posts before they are circulated to listserv members)**
 - i. Type of engagement – e.g., addressing easily answered questions such as ‘is it true that PROSPERO approves protocols within one business day?’)**
 - ii. Frequency of engagement – e.g., ideally respond within a day or two on weekdays (which can include a single post that addresses a number of questions that came in over the preceding few days)**
 - iii. Support for engagement – e.g., Newman may be able to track online postings and flag for**

1. *Registration of synthesis titles and protocols (e.g., via Prospero) – Lesley could help here (but would prefer not to go first given the uncertainty about how much time it will take to do this well) !*
 2. *Open-access principles for synthesis publications – Tamara could help here !*
 3. *Priority setting for COVID-19 evidence syntheses – Heather could help here !*
 4. *Critical appraisal and strength of the evidence assessments in rapid COVID-19 reviews – Laurenz and Jenny could help here !*
- ii. Additional discussion topics; potential co-facilitators?*
1. *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 s part o (i.*