

Engaging Working Group Agenda for the Microsoft Teams call on 8 September 2020

1. FOLLOW-UP ON ACTION ITEMS	5 min
a. Review previous notes and action items from meeting on August 25th (see attachment 2)	
2. UPDATE ON MEMBERSHIP AND ENGAGEMENT	5 min
a. Latest numbers (see attachment 3) b. Update from Janine	
3. SEQUENCE OF CONFIRMED TOPICS	10 min
 a. Week of Augsut 31: Evidence 2020 b. Week of September 7: Open-access principles for synthesis publications (facilitator: Tamara Lotfi) c. Week of September 14: Living reviews and how to disseminate and support the use of COVID-19 reviews (facilitators: Jennifer Yost and Maureen Dobbins) 	
4. SEQUENCE OF FUTURE TOPICS	15 min
 a. Suggestions for new topics/ ideas for future weeks: 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 the same discussion period as critical appraisal (above) Difference between expert opinion-based guidance and guidance developed using a robust process Rapid Response/ review focused discussion (facilitator: Maureen Dobbins) Discussion on LMICs paper led by Scoping WG Challenges (time delays, cost of updating) faced by translation of products into other languages 	
5. WEBINARS FOR THE COVID-END COMMUNITY	20 min
 a. Complementing the listserv with webinars targeting the COVID-END community (e.g., the presentation to the EViR webinar, a presentation about the key insights from the LMIC-focused paper) b. Frequency: Monthly c. Deciding on the first webinars and possible dates d. Ideas for topics: 	