

a. Review previous meeting notes and action items (see attachment 2)	
a. Update on listserv membership (see attachment 3)	

- a. To be confirmed:
 - i. Topic: Where are the most pressing gaps in living evidence syntheses to address COVID-19
Date: Closer to October webinar date
Facilitators: Ruth McQuillan and Jorge Barreto
 - ii. Topic: COVID-END anniversary reflections (following from the webinar)
Date: TBD
Facilitator: Jeremy Grimshaw
 - iii. How to approach the quick and clean enough appraisal of guidelines?
Date: TBD
Facilitators: Ivan Florez and/or Melissa Brouwers, possibly with guest presenters who are using 'quick and clean enough' applications of AGREE II (e.g., COVID-END, eCOVID)
 - iv. How to improve research communication using patient and public involvement (PPI), plain-language summaries, and other approaches
Date: Week of 18-22 or 25-29 October
Facilitators: Maureen Smith and Francois-Pierre Gauvin
- b.

a. Upcoming list of webinar topics i. Confirmed for 3 November: Drawing together the threads: operationalising the output from the horizon-scanning panel Facilitators: Ruth McQuillan and Jorge Barreto, co-chairs of the Prioritizing working group ii. Date to be decided (tentatively planned for 24 November): Examples of engaging citizens in COVID-END rapid reviews Facilitators: Maureen Smith and Maureen Dobbins b. Tentative plans for future topics: ii. Portals for best evidence about COVID-19 Facilitators: Ruth Stewart and Holger Schunemann, co-chairs of the Accessing working group Likely date: To be determined by Ruth and Holger iii. Evidence Commission exhibits and pathways to influence Facilitators: Select commissioners (supported by Jenn Verma, John Lavis and Jeremy Grimshaw) Likely date: December (as a formal launch to the report) c. Ideas for future topics: i. National lessons learned – e.g., Canadian and South Africa reports	
a. Review data from COVID-END engagement survey and discuss potential paper based on lessons learned (see attachment 4)	
a. Discuss facilitation of ‘passing’ on the COVID-END community listserv, whilst considering re-branding with similar focus on supporting decision-making beyond COVID-19 b. Discuss 23 November working group meeting to provide summary of activities, achievements and invite past members c. Discuss next steps of working group	