**Hand over by:**

**Name: \_\_**Yusupha Ceesay**\_\_ Email: \_\_**yuceesay@mrc.gm**\_\_**

Project short title: \_\_INDiGO Trial\_\_ SCC/LEO No: |\_2\_\_|\_5\_\_|\_7\_\_|\_\_0\_|\_1\_\_| ❒ N/A

Reason for Handover: ❒ Annual leave

Proposed departure date: 28/08/2023.

Proposed returned date: 11/09/2023.

**Taken over by:**

**Name: \_\_**Abdoulie Bah (AB)**\_\_ Email:** [**\_\_**abliebah@mrc.gm**\_\_**](mailto:__abliebah@mrc.gm__)

**Name: \_\_**Bakary Sonko (BS)**\_\_ Email:** [**\_\_**bsonko@mrc.gm**\_\_**](mailto:__bsonko@mrc.gm__)

1. Any task(s) which are pending or under progress at the time of handover:

|  |  |  |
| --- | --- | --- |
| **Task** | **Description** | **Person Responsible** |
| 1. | *eCRF completion Guidelines:*  In progress- share for review and amendment with the investigations team (clinician, midwife, etc…) | AB |
| 2. | *Weekly Call-List:*  Continuous- shared with the field team on weekly basis | AB |
| 3. | *Data Cleaning:*  Continuous- done daily | AB |
| 4. | *Full blood count data importation:*  Continuous- upload to REDCap sysmex CRF when ever laboratory completed full blood count test | AB |
| 5. | *Project progress report:*  Continuous- shared with the project management team (PI, and other team leads) & Query status report, shared with the field team on a weekly basis. | AB |
| 6. | *Project Dashboard & Data visualization:*  Research- Research on the options on available options such as Shiny with R, Flask, and python etc… | BS |