**Meeting Agenda**

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| Meeting: | SPAN Steering Committee Meeting |
| Date and Time: | 7/30/20 11am-12pm PST |
| Meeting Link | <https://cedars.webex.com/cedars/j.php?MTID=me58a77df28a9e995e4ea6fa5449e675b> |
| Meeting Number: | 925 004 793 |
| Present: | Patrick Lyden, Jessica Lamb, Lauren Sansing, Ligia Boisserand, Ray Koehler, Jiadi Xu, Cenk Ayata, Jarek Aronowski, Anjali Chauhan, Andrew Goh, Enrique Leira, David Hess, MB Khan, Kris Dhandapani, Pradip Kamat, Francesca Bosetti, Jim Koenig, Clinton Wright, Andre Rogatko, Monica Estrada, Karen Crawford, Ryan Cabeen, Shuning Huang, Nirav Dhanesha, Senthil Karuppagounder, Anil Chauhan, Ali Herman, Joseph Mandeville, Andreia Morais, Lidiya Obertas, Steve Lannon, Fahmeed Hyder, Tom Qin, Basav Sanganahalli, Marcio Diniz, Karisma Nagarkatti |

**Agenda Items**

* 1. **Pilot Study- review feedback from sites**
     1. REDCap forms
        1. Sites to complete ITT form at least 48 hours (business hours) prior to surgery start to allow for randomization
        2. Sites to complete all REDCap forms even if animal dies
        3. Sites to complete REDCap forms within 72 hours of assessment
     2. Surgery
     3. Animal Deaths
        1. If animal dies early, look for cause of death (includes looking at basement membrane for subarachnoid hemorrhage)
        2. Data up until death still needs to be uploaded and entered
     4. Behavior
        1. Pilot study will be used to certify Corner and Grid walk scorers
        2. Sites recording and uploading theCorner and Grid walk assessments should not score animals enrolled at their site.
        3. The CC will distribute a csv file to site group emails which will serve as a score sheet and will contain URLs to the assigned videos. This csv file for Corner Test and Grid Walk scores will be completed by authorized raters (certified in Hanging Wire) and emailed back to the CC. The Corner Test Scoring SOP 11 and Grid Walk Scoring SOP 13 are posted on the SPAN website.
     5. Video Upload
        1. CC met individually with each site to walk through the process
        2. Video conversion software may need to be purchased by each site
     6. MRI – Ryan Cabeen
        1. b values/echo times from MRI scans uploaded into IDA should be sent to Karisma

CC received b values/echo times from JH, Yale, Iowa, and UTH

MGH and Augusta have not uploaded scans into IDA

* + - 1. Sites to email text files/description listing what is acquired for each MRI scan to Karisma
  1. Sites to devise back up plans for MRI/Behavior assessments
  2. **Target date for Stage 1: September 15th, 2020**
     1. Animal Enrollment and ITT submitted by September 8th,2020
     2. RIC Rotation for Stage 1
     3. Sites to send IACUC protocols (full text) to the CC prior to Stage 1 start
  3. **SPAN Website** 
     1. <https://dkode.technology/netscintific/>
     2. Website will go live in the next week
     3. CC distributed unique username/passwords to investigators on Friday 6/26 and Monday 6/29
  4. **LONI Updates**
  5. **Miscellaneous**

**Work Items**

1. Each site PI to discuss feasibility of acquiring a room to reset the light-dark cycle with their COMPMED
2. Each site PI to submit finalized IACUC protocols to the CC prior to stage 1 start

Next Meeting date: 8/27/20 11am PST