2019 02 05 Personas meeting minutes

3:00pm-4:00pm CST (4:00pm-5:00pm EST)

Attendees: Allison Heath, Deanne Taylor, Bailey Farrow, Po-Yin Yen, Robin Champieux, Annie Wescott, Karen Gutzman, Kristi Holmes, Sara Gonzales.

Minutes:

* Introductions and interest in the project
* Scope document
  + Identification of roles across the spectrum of translation will require input from research, interviews, information we can glean from our own sites, etc.
  + Persona documents: characteristics of each Persona to include, design aspects, to be informed through discussion/research/comparison of existing Persona templates
  + Engagement and outreach: we would like to engage the CTSA’s and the broader biomedical research community. The [GitHub](https://github.com/data2health/CTS-Personas) project is open, and we can brainstorm about opportunities to disseminate the work at various meetings.
* Logistics
  + Monthly milestones: to discuss as the project plan emerges
  + Meeting minutes: SG to take and post to GitHub
  + SG to make the scope document a markdown doc, add to README.
  + Communicate between meetings through email and GitHub Issues
  + Talents needed: design, headshots for the 1-pagers, research, EndNote
* **Action Items**
  + Join [GitHub](https://github.com/data2health/CTS-Personas)  project, add any resources on personas or CTS workforce
  + Gather additional starter background information: lists of job titles in the translational workforce from our own sites, job descriptions
  + Prep for discussion: readings, questionnaires, interviews – time needed for each and how they can each inform persona development.