**TEAAMS Team Meeting**

Date: Wednesday, September, 21st, 2022

Time: 1:00pm -2:00 pm

Location: Virtual (Zoom Webinar) <https://uic.zoom.us/j/86186495648?pwd=eHNvV29QQTNDYzl2Z1NsL0pPVTNiQT09>

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| **Times** | **Duration** | **Description** |
| 1:00pm – 1:05pm | *5 minutes* | **Welcome / Opening Comments** |
| 1:05pm – 1:35pm | *30 minutes* | **Provide updates from previous meeting:**   * **Shipment (Have the necessary boxes, labels, and materials. Pcard activated, CampusShip being set up for final pricing.** * **Qualtrics** * **Tracking Forms (Edson & Victoria)** * **Website Content** * **Screening Scripts** * **Participant inquiry** * **Recruitment** * **Protocol Paper (if applicable)** |
| 1:35pm – 1:55pm | *20 minutes* | **Discuss what are the next steps:**   * **Study Website Meeting** * **Protocol Paper (if applicable)** * **Qualtrics** * **Wait for Campus Ship for final pricing** * **First Screening Next Week** * **Other** |
| 1:55pm – 2:00pm | *5 minutes* | **Closing Comments, Questions, AOB** |