

MINUTES OF WEEKLY STAFF MEETING

Meeting Date: 1/29/2016

Facilitator: Martijn Muller, PhD (MM)

Present: Christine Minderovic (CM), Cyrus Sarosh (CS), Siamak Nejad-Davarani, PhD (SND), Mélanie Beaulieu, PhD (MB)

Absent: Katie Elder (KE), LaDonna Austin (LA), Krisanne Litinas (KL),

Previous Action Items	Item	Person(s) Responsible	Status
	Update SOPs; Equipment Manuals	MM	P
Ongoing Action Items	PET tracing	CM	P
	WM analyses + WM caps	CS	P
	Imaging pre-process	CS	UTD
	DTI (maps)	CS	UTD
	VA STAND data entry	CS,	P (clinical data only in MOAD)
	UDALL data entry (core)	CM, CS	P (pending data entry method establishment)
	OLF data entry	CM, CS	UTD
	AMCOG data entry	CM, CS	UTD
	CHONI data entry	CM,CS	UTD
	Neurocom / Gait analyses / Foot Tapper / Tremor	CS	UTD
P = Pending, UTD = Up-To-Date, F = Finished			
Research	– Recruitment and consent status (see below) for UDALL, OLF, STAND, VAST, AMCOG, and CHONI was discussed.		
Neuroimaging	- Develop PET/MR imaging standard processing pipeline (Krisanne).		
Clinical Data	- Coriell lost biosample contract. Samples will be sent to bioSEND IRB amendment still pending. - Data file for VAST has been created by MB.		
Lab Activities	– Print out communications with vendors, etc. – MM emphasized to shred all materials with subject names on it. – CPR/first aid course was discussed SOPs for these occurrences. CM found course/program; will sign-up. CM in contact with Deb Burch. – Dosimetry file will need to be taken into production. – CS is changing the Excel ‘enrollment all’ file to an MS Access file. May become part of MOAD.		



1/29/16

CONSENT STATUS

Consent still needed (Y)

Already obtained (date)

May participate in additional study (?)

SUBJECT	Week 2/1/2016 – 2/5/2016							
	UDALL	OLF	FUVA	AMCOG	STAND	CHONI	VAST	TOS
NEW								
UDALL-PAT30	Y							
CONTINUING PARTICIPANTS								
UDALL-PAT29	12/17/2015							
AMCOG-PAT33				2/2015				
VAST-CONT02							12/9/15	
VAST-CONT06							1/18/16	
VAST-DYN05							1/11/16	