

# MINUTES OF WEEKLY STAFF MEETING

Meeting Date: 2/3/2011

Facilitator: Martijn Muller (MM)

Present: Jamie Miller (JM), Christine Minderovic (CM), Bryan Benson (BB)

Absent:

Previous Action Items	Item	Person(s) Responsible	Status
	Sensorics smell equipment & precision-vision equipment	JM	P (sensorics is being processed at VA; JM has contacted precision-vision to send order: should have been sent this week)
	Decommissioning of PC equipment	JM	P (VA still needs to be taken care of; there will be a few new pieces of equipment that can be decommissioned through property disposition)
	Update SOPs	JM, CM	P (OptoVUE needs to be updated; there is also the need for an SOP for electronic data organizing (see Neuroimaging Data Management))
	FA and MD maps for each subject	BB	P
	Equipment files.	JM, CM	P
Ongoing Action Items	PET tracing	CM	P (few NCs left)
	WM analyses + WM caps	JM	P (JM needs to catch-up with WM caps.)
	VA data entry	JM	UTD
	PPG data entry	CM, JM	P (data still needs dual-entry)
	Neurocom / Gait analyses	JM	UTD
P = Pending, UTD = Up-To-Date, F = Finished			
Research	- All participants for next week were discussed.		
Neuroimaging Data Management			
Clinical Data Management	- MM will check with David Burke for analysis of saliva samples.		
Lab Activities			



2/3/11