**Immediate attention**

1. ~~Cassidy letter to the editor~~
   1. ~~Due by Wednesday, February 10~~
2. ~~Ciheb annual data report~~
3. ~~Reach out to Maggie about workshop~~
4. Portal testing
   1. Software has implemented changes—finished over this past weekend—currently reviewing those
   2. Meeting tomorrow, **2/10/21**, to review
5. Style guide
   1. Have received suggestions, incorporating
      1. More are welcome until next Monday, 2/15

**Ongoing/back burner**

1. SOP consolidation for template use
   1. Waiting for ZAMPHIA SOPs before moving forward
2. TZ best practices editing—should receive all materials by January 15, 2021
3. Edit and review abstracts when Taylor sends them
   1. Oresto docs—sent December 18. Realtime DQA content
      1. waiting on email response
4. CQI editing for Peter, Andrew, and John
   1. As they come
5. Francis/Habib abstract, CDC revisions
   1. Waiting response after I trimmed word count of abstract

Skype

kstafford

SOPs:

This core set is for us to have an off the shelf package of SOPs that the next countries we are assigned to do the population-based surveys can just adapt as necessary to the local context. The SOPs are used to operationalize the research protocol in terms of the actual implementation of the surveys