**AGENDA/MINUTES**

**CA180-653**

**BMS Core Team Meeting – intro new team member, data review**

**02-Feb-21/2:30-3:30PM/EST**

Audio: (833) 733-5876 Conference #: 89988854

[Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjE5NWNkZDctOGI1MS00MjgyLTkzOWUtNjgzOTkzYjU3ZTc5%40thread.v2/0?context=%7b%22Tid%22%3a%2271e34cb8-3a56-4fd5-a259-4acadab6e4ac%22%2c%22Oid%22%3a%22ac3d93c0-f663-43b5-9c7b-9888d11a7642%22%7d)

| Attendees | | |
| --- | --- | --- |
| **Present** | **Name** | **Role** |
| X | Connie Phung | Protocol Manager |
| X | Irene DeGutis | Study Director |
| X | Andreas Tedjasukmana | Medical Monitor |
| X | Rajalakshmi Chandra | Medical Monitor |
| X | Patti Ideus | Statistician |
| X | Susan Fish | Statistician |
| X | Oumar Sy | Statistician |

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|  | **Discussion** | **Owner** |
| 1. | **Topic:**  This meeting is to introduce Susan, and get an internal alignment and understand the data review process. | Connie Phung |
| 2. | **Meeting Details:**   * People involved in data review process: * Patti looks at the patient database * Oumar and a medical monitor to review the tables. Points that seem odd in the tables, tell Susan to do a quick look up from the raw data * Patti will handle what needs to be queried, she will also review listings and look into the database herself * Data cut – plan for end of February * The team needs regroup to develop a Data Quality Plan * Last data transfer was Oct 15, 2020      * Need to determine critical variables as a team. Once we have all info, we review it as a team.      * Notes on tables (Irene presented) * T2\_Demo.rtf * Have 3 columns instead of 9 * It should be 3 cohorts * PROs - teams need to look at * In general, putting windows to define month 3 and month 6 - Oumar would want to see to check | Connie Phung |

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| **Action Items** | **Owner** |
| Work with Syneos and Michael Falato to revise data management plan | Connie Phung |
| Ask Syneos for a complete list of all of the listings that data management is currently reviewing | Connie Phung |
| Ask Dean to send the latest version of the tables | Connie Phung |
| Send 56 data files to study team and delete files in sharepoint | Connie Phung |
| Inform Syneos and Virtual Scopics, we want to do a data cut at the last week of February | Connie Phung |
| Irene will share tables to Susan | Irene DeGutis |
| Andreas will look into RAVE and what critical variables, comply and send it to everyone | Andreas Tedjasukmana |

**Minutes taken by:**  **Connie Phung**

**Date minutes finalized/distributed:** **01-Feb-2021**