**AGENDA/MINUTES**

**CA180-653**

**BMS Internal Team Meeting**

**22-Feb-21/10:30-11:30AM/EST**

Audio: (833) 733-5876 Conference #: 731 941 510

[Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTVhNDAwM2EtMjliZi00ZjVhLWI5NWYtODdjNjVkZGQxZDgz%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 |
|  | Susan Fish | Statistician |
| X | Oumar Sy | Statistician |

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| --- | --- | --- |
|  | **Discussion** | **Owner** |
| 1. | **Topic:**  Data cut  QA log and PD tracker  ICON  Satisfaction Matrix  Topics to discuss in biweekly study team meeting this afternoon | Connie Phung |
| 2. | **Meeting Details:**   * Data cut   WE NEED TO DETERMINE A DATE FOR DATA CUT   * It would be easier if Patti can write own queries and review herself, but Syneos does not give WRITE access to sponsors (added to satisfaction matrix) * Team needs to make listings before can determine data cut * Wait for Susan to let team knows when she will complete listings * Queries and review will probably take all of March (2 weeks to review, 2 weeks for query responses) * Patti has the Syneos data validation plan, but the team needs to understand the query process * QA log and PD tracker * The QA log and PD tracker is out of date, need to ask Syneos for updated ones      * Satisfaction Matrix * Syneos keep reusing old distribution * Need to send meetings earlier * IRB process is slow * Topics to discuss in biweekly study team meeting this afternoon * Ask Syneos to give WRITE access to Patti and Susan. If not, ask why they cannot. This is not an issue for other vendors. * Ask Syneos what the query process is and to send Patti what they have done so far * The QA log and PD tracker is out of date, need to ask Syneos for updated ones * Ask for IRB update and what is the delay * Old distribution list, and send meeting events earlier with correct distribution | Connie Phung |

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| **Action Items** | **Owner** |
| Susan to let team know when listings will be completed | Susan Fish |
| Connie update satisfaction matrix | Connie Phung |
| Susan to comment on satisfaction matrix | Susan Fish |

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

**Date minutes finalized/distributed:** **22-Feb-2021**