Minutes for General Principles subteam of

FDA/Industry/Academia Safety Graphics

**Meeting Date/Time:** June 7, 2010, 2-3pm EDT

**Present:** Mat Soukup, Richard Forshee, Qi Jiang, Susan Duke, Brenda Crowe

**Actions:**

1. Review revisions of the graphics template for finalization before next general meeting
2. Susan to add minutes to the wiki
3. Susan to offer ‘Choosing the Right Graph’ visual to the team for consideration of further development/refinement
4. There was not an agenda for this meeting. The time was used for Mat to demonstrate how to interact with the wiki for adding in content, revising content, and including attachments.
5. Discuss template for graphics entries (GSK’s template may be used as a starting point if the team so chooses)

*Susan provided an example entry, which generated good discussion.*

*Mat subsequently sent out a version for discussion, which is progressing with the subteam in an email stream.*