

<p><b>1. FOLLOW-UP ON ACTION ITEMS</b></p> <p>a. Review notes and action items from previous meeting (see attachment 2)</p>	<p><b>2 min</b></p>
<p><b>2. COVID-END BASELINE PROJECT</b></p> <p>a. Discuss updates</p> <ul style="list-style-type: none"> <li>• Jeremy discussed the Global Commission on Evidence to Address Societal Challenges' timeline, in which it is projected to finish by the end of the year with a final report being written up, and the plan is to feed the Global Commission into the discussion of the baseline study</li> <li>• There have been delays bringing forward the matrix to the main group for analysis</li> <li>• Social network analysis will require minor updates</li> <li>• Currently, the coding framework for the analysis for the qualitative component is completed but requires integration and linkage to the case studies and the variables from the website analysis</li> <li>• The main challenge is transferring files/data onto NVivo (or whatever software is utilized)</li> <li>• <b>ACTION:</b> Jeremy and Tiago to bring updates for the next working group meeting</li> </ul> <p>b. Discuss future follow-up study</p> <ul style="list-style-type: none"> <li>• Planning stages of the follow-up study will need to begin soon, and would require similar methodology and social network analysis to the baseline study</li> <li>• Jeremy can put his Ottawa team onto this, and the follow-up social network analysis will require ethics but should be easy to operationalize</li> <li>• The qualitative component of the follow-up study will require the group to think through the implications of the baseline study that the group would like to follow up on, including looking at Jean-Louis and team's research findings</li> <li>• <b>ACTION:</b> Working group to discuss details of planning the follow-up study for the follow-up study</li> </ul>	<p><b>20 min</b></p>

<p><b>3. COVID-END CASE STUDY</b></p> <p>a. Presentation of preliminary research findings to the Sustaining Working Group of COVID-END</p> <ul style="list-style-type: none"> <li>• Jean-Louis and team presented the purpose (to understand how members of communities of practice (CoPs) interact with each other to create and transmit knowledge on their domain of activity), methodology, and research findings of their study</li> <li>• Presented how COVID-END organized and the forms that the organization took on (e.g., communities of practice, meta-organization, a network), principles behind COVID-END as composite organizations (e.g., working groups), drivers and dynamics of the evolution of COVID-END</li> </ul> <p>b. Questions and discussion</p> <p>c. Presenting at Thursday partners meeting</p> <ul style="list-style-type: none"> <li>• <b>ACTION:</b> Jeremy and Jean-Louis to touch base on presenting to the partners</li> </ul>	<p><b>30 min</b></p>
<p><b>4. ANY OTHER BUSINESS</b></p> <p>No other business was raised</p>	<p><b>3 min</b></p>