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| **Meeting/Project Name:** |  ORD SPR Advisory Group Monthly Meeting |
| **Date of Meeting:**  | Tuesday, July 25th, 2023 | **Time:** | 3:00-4:00 PM ET |
| **Meeting Facilitator:** | J. Constans  | **Location:** | MS Teams |

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| MEETING OBJECTIVE |
| Provide the committee with updates and address next steps for future initiatives and projects |

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| ATTENDEES LIST *(check mark indicates attendance)* |
| **Committee Members:** | [x]  Bob O'Brien[x]  Joseph Constans | [ ] Miriam Smyth[x]  Peter Hunt | [ ] Sumitra Muralidhar[ ]  Vetisha McClair |
| **Advisory Group:** | [x]  David Atkins[ ]  Steven Dobscha[ ]  Stephanie Gamble | [ ] Brian Marx[ ]  Stephen O’Connor[x]  Susan Strickland[ ]  Melissa Mehalick | [x] Wendy Tenhula[x]  Lisa Brenner[ ]  Matthew Miller[ ]  Jodie Trafton |
| **Speakers:** | [x]  Maharsi Naidu |  |  |
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| **Support Staff:** | [x]  Imani Braxton-Allen (PFS) |  |  |

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| MEETING NOTES |
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| * **Presentation by Maharsi Naidu**
	+ Suicide Prevention Stand-up Deliverable Timeline
		- August 2023
			* Unite Charter
			* Role Charter
			* Executive Committee Charter
			* Purview Statement
			* Portfolio Analysis Report
		- September 2023
			* Position Description
			* Work Group Charter
		- October 2023
			* Portfolio Analysis PPT
		- November 2023
			* Research LOI Guidelines
			* Research LOI Guidelines
			* Clinical LOI Guidelines
			* Clinical LOI templates
		- December 2023
			* Critical research Priorities
		- January 2024
			* TBD
		- February 2024
			* Clinical Trials RFAs
			* Research RFAs
			* Portfolio Performative Metrics
	+ Advisory Group Look-Ahead
		- July session (Present)
			* Unite Charter
			* Role Charter
			* Executive committee membership and charter
		- August session
			* Purview statement
			* Portfolio analysis report
		- September session
			* Position description/ functional statement
			* Workgroup membership and charter
* Executive Steering Committee Charter (ESC)- **Joe Constans**
	+ The steering committee that would be providing guidance, input and accountability to the AMP. The AMP would be reporting to the steering committee to some degree.
	+ Additional information and scope regarding the ESC can be found in the ESC document
	+ ESC charter was reviewed by the group
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