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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:** | Bob O'Brien  Joseph Constans | Miriam Smyth  Peter Hunt | Sumitra Muralidhar  Vetisha McClair |
| **Advisory Group:** | David Atkins  Steven Dobscha  Stephanie Gamble | Brian Marx  Stephen O’Connor  Susan Strickland  Melissa Mehalick | Wendy Tenhula  Lisa Brenner  Matthew Miller  Jodie Trafton |
| **Speakers:** | Maharsi Naidu |  |  |
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| **Support Staff:** | 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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