PRESENT

WP1	Inez Germeys	
	Martine van Nierop	
WP2	Johannes Schneider	
WP3	Thomas Ganslandt	
WP4	Georgia Koppe	
WP5	Maria Wolters	
WP6		
WP7	Anita Schick	Matthias Schwannauer
	Michel Wensing	Glenn Kiekens
	Iveta Nagyova	
WP8	Jeroen Weermeijer	

1. **General Management**
   The **Scientific Advisory Board** will join the General Assembly meeting online.
   Action point: prepare practical questions (everyone)
   - **Inez**: Discuss the wider use of the DMMH outside the scope of our research protocol. There is a limitation with the strict regulations, but we need to think about ways to move forward to share it with other researchers and clinicians.
   - **Matthias** has a few bullet points and will share his questions afterwards.

   PhD presentations at GA: 10-15 min per presentation
   - Luca and Elisa will present their paper
   - Lena and Rafael from Leuven will present
   - Islay and Koraima will present their studies
   - Simona will give a brief introduction to her paper
   - No presentations from Kosice as Matej has left the project
   - Bratislava: how many?
   - 2 PhD's from Germany: who?

   Action point: Send Martine the names of the presenters (Anita + Bratislava) so Martine can finish the program.

   Program GA:
   - Add to the agenda: Discuss the wider use of the DMMH outside the scope of our exact research protocol.

- PAB: 40 minutes (or shorter): get an overview of where everyone is at, discuss the goal of the PAB and invite people with lived experiences to the next GA meeting.

DPA Heidelberg: Signature from Heidelberg and Edinburgh is missing. Michel and Matthias will remind their legal departments again.

Integration of other WPs in WP7 meetings? It would be helpful if WP6 – ethics & amendments (Elisa) could join the WP7 meeting on Monday regularly so that they can keep an overview of and align all ethics amendments over the different sites. Same for WP3 – data management (checking & cleaning).
Action point: Invite Elisa to WP7 meetings (Anita?)

3rd party use of the app and dashboard:
- (1) Use our current product for other research now that the project is running. Jorg will look into the price and find out if it is feasible to sell it at this point. If Movisens is able to set up a system to sell this to researchers over the time of the project, that this is fully to the benefit of Movisens for compensation of the extra hours they have spent on the development.
  - Is this feasible for Movisens?
    - Cannot be decided now, Johannes will talk to Jorg.
  - Does the consortium agree to remuneration for Movisens?
    - Matthias: in principal he agrees, but follow-up questions should be discussed: if any modifications are required how will that be managed? At the moment the governance and dataflow are tight to IMMERSE? Discuss with Movisens how that would be facilitated. We need to be thoughtful about two possible problems:
      - What is the timescale? What does "within the lifetime of this project" actually mean?
      - We should not lose track of the discussion about the wider dissemination when we are developing this following the trial as a consortium product that we want to continue using in research and clinical applications. One risk would be a parallel track, with the original version that is administered by Movisens is then growing arms and legs in independent projects versus what we want to do as a consortium. Argue for some integration of what we had in mind and making the intermediate arrangement that for the lifetime of this project others could use it without modifications with Movisens directly. We don't want to have two versions that develop their own trajectories. Keep hold of some of the developments that happened here.
    - Action point: Discuss further during GA meeting, Jeroen will prepare this discussion.

- (2) The final end product that would be sold clinically, look more closely in to IP as this needs to be shared over the consortium.

Action point: put on the agenda for GA meeting and decide then.

Lingering tasks/problems?
- WP5 will coordinate and align the PAB. Maria will contact everyone who is involved at each site to set up monthly meetings.
- Martine started a new job, she's now working at the research office at the university. She will still be with us for the next year, for one day a week to coordinate IMMERSE. From then on Silke Apers will take over.

2. **WP2**
Bugs were fixed.
Working on the data export API for Thomas.

3. **WP3**
In progress with the new version of the implementation guide, deliverable D3.2, the reviewers had an issue with the data protection aspect – almost done with rephrasing and adding additional text describing how we assess data protection aspects and for each individual data item we also go into detail on why we consider these data items not to be sensitive in the sense of revealing the patient's identity. We have described how we would de-identify the geolocation data. We'll probably submit the new version of the deliverable in the beginning of next week. We still need to put in an update of the architecture diagram.

The data of Phase 1 is available and can be extracted from RedCap. Maria will consolidate and clean the data externally. Maria will give the consolidated data and r-scripts from the Belgium and Mannheim data to Thomas. Maria and Thomas will schedule a separate call to further discuss.

Data checking of incoming data of phase 2 data: use manual export from Maganamed. We have extracted the codebook and converted it in to a more structured format. In discussion with Anita regarding quality reports, there could be an issue with people filling in the forms very rapidly. Report on objective measures, but data cleaning needs to be done by the data collectors in the WP7 meeting with the student of Thomas being present. Only checking specifics, because we cannot lose our open science. WP3 need to identify unclarity or issues. Do we edit data or exclude patients from dataset? Check if we can still change this, but it is important to look closely to the data, especially when it is more structured. Therefor data cleaning should be integrated now as we are still collecting data. Thomas will set up a meeting with Movisens to apply same method.

Thomas will pull in additional colleagues to WP3. A data management core unit is being set up, that is going to provide data management operations. It is not fully staffed yet, but one additional person (Wolfgang will be in charge of data management, besides Thomas.

4. **WP4**
Working on extending the model to become more interpretable. This model is now being tested on another dataset, we'll be showing the results in Bratislava and also on patterns found in the data.

Explore another line of research in the future, transformers have been the state of the art. Applications would be interesting for psychiatry to assess cognitive or psychiatric states based on text data. If we collect text data that we can use, then this can be a future prospective for this kind of application. Discuss with SAB as we currently cannot collect text messages that people are sending because of data privacy issues.

5. **WP5**
The coding is progressing well, but there will be some issues in Kosice. Theresa offered to support Julia with the coding.
Good papers meeting, Maria offered a coding clinic to show how to use existing codes for qualitive work planned for the papers. But Adam is the only person who signed up for it. Maria will support people individually and set up individual slots to help them on how to use the codes. Together with Theresa they will write a document. Theresa will be with us until the 31 of July. She will probably help with coding and finish her own paper. Maria will submit the draft of two big papers for WP5, about deliverable 5.1 and the quantitative paper will probably be written after Theresa is gone. Theresa could train new staff members in Kosice. Iveta would also like to ask Adam if he could help out with coding in Kosice to have the data coded as soon as possible.

6. **WP6**
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7. **WP7**
We received approval by SUKL, so Kosice and Bratislava can start with data collection!
Recruitment: please don't share this [link] with the blind staff members. Recruitment period starts after regulatory ethical approval and the SIV, that most of the sites had in November. 106 inclusions, but recruitment per sites is different. First contingency would be to extend the recruitment period by 3 months, second contingency to randomize new units. For one of the UK sites, 3 new sites are randomized. Recruitment period in Germany and Belgium is extended by 3 months.
Amendment is planned with respect to the contingency rules, extend recruitment period by 3 months and clarify the aspect of maintenance the increase the sample size.
UK: 20 clinicians are enrolled and can start with inclusions.
Kosice: will be discussed tomorrow during meeting with Inez and Uli

8. **WP8**
Website is updated, add blog to increase dissemination, 500-1000 words blog describing what PhD students do. Jeroen will ask PhD students to do this.

We got an email from EU, about Horizon 2020 Booster, EU hires company to help with dissemination and exploitation of Horizon 2020 projects, free of charge, you can apply and then they help you with your project. Jeroen will apply for this.

One abstract to discuss: Jeroen reviewed the abstract on qualitative work. Population is psychiatric patients with problematic psychoactive substance abuse. The aim of the paper is to get better understanding of preferences regarding the features of an EMA based digital health tool. Topics: statements related to reminders, questions, user interface, visualizations, sharing data with clinicians and others and other topics related to the design of the tool. Data from Phase 1 will be used for this from the different sites and the analysis approach is a codebook thematic analysis based on the codebook that is made.
Proposal is very well written, Jeroen suggests to approve abstract as it is, it doesn't need to be a key IMMERSE paper.

Jeroen started working on the exploitation plan.

9. **AOB**
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Actions

Who	What
Everyone	Prepare practical questions for the SAB
Bratislava + Anita	Send names of PhD presenters at GA to Martine
Martine	Share the GA program
Matthias & Michel	Ask legal department to sign DPA
Anita	Invite WP6 and WP3 to WP7 meetings
Jeroen	Prepare discussion of 3rd party use of the DMMH
Maria	Set up monthly PAB meetings
Maria	Clean data Phase 1 + set up meeting with Thomas.
Thomas	Set up meeting with Movisens
Jeroen	Ask PhD students to write blog for website
Jeroen	Apply for Horizon 2020 Booster