



IMMERSE minutes  
19/8/21  
Steering Committee

## Present

<b>WP1</b>	Inez Germeys Martine van Nierop
<b>WP2</b>	Simon Krause
<b>WP3</b>	
<b>WP4</b>	
<b>WP5</b>	Maria Wolters
<b>WP6</b>	
<b>WP7</b>	Uli Reininghaus Anton Heretik Anita Schick Lena de Thurah Glenn Kiekens Michel Wensing Matthias Schwannauer
<b>WP8</b>	Evelyne van Aubel

## 1. General Management

*- Cross-WP communication, organization, and time management*

The situation is now still a bit chaotic, many emails are going around, sometimes there are some surprise deadlines, and the timelines for the different WPs are not always clear to everyone.

→ Use Basecamp more for communication (for example the discussion on the acronym). WP5 also has a to-do list on there, would be useful if other WP will use this as well. WP7 is working on a gantt chart, this will be transferred to the Basecamp to-do list.

→ Martine will plan a weekly meeting for all postdocs, where PI's will try to join when they can.

*-Twitter*

The EC will assess our public presence, so Twitter is important. Please tweet on all progress relevant to IMMERSE project including the @Immerse\_project, or send the info to Martine. Examples of relevant content are: presentations, start of recruitment, pilots, submission to ethics committees, etc.

-SEAB

First meeting with them will be scheduled for late October by Martine. For now we won't have a pre-scheduled regularity, but we'll plan meetings (well ahead) as needed.

-ESG

These meetings will be planned soon.

## **2. WP2**

Movisens are working on the TherapyDesigner-Plattform and testing of the Management-Console. Additionally they are preparing a risk-analysis workshop that they can conduct after the initial set of requirements was provided.

## **3. WP3**

Not present

## **4. WP4**

Not present

## **5. WP5**

Are ready with draft interviews, are now starting with stress testing the questionnaires. Maria will send around a RedCap link for testing. These questionnaire may get shorter, not longer, so should not be a problem for METC approval.

## **6. WP6**

Not present

## **7. WP7**

Has submitted for phase 1 ethics in Mannheim. The other sites are far along, will be submitting over the next few weeks.

The study protocol for phase 1 is uploaded on Basecamp, this is not a share doc so if you have comments email them with the word file attachment.

For phase 2 they are now transferring the current protocol into the clinical investigation plan. Then MDR will be started, which will be shared in the consortium mid September.

Mannheim is looking for a new postdoc, as Lena is leaving in September. Please all share Uli's tweet!

The first draft of the manual will be sent around, Uli would particularly want Inez' and Matthias' feedback, deadline for comments is September 3<sup>rd</sup>. They will then meet in week op September 6<sup>th</sup>, and will have something ready for Movisens by mid September.

Please keep updating the contact with clinicians sheet! Link on Basecamp.

WP7 has prepared a Gantt chart. This can be shared but you need freeware (Project Libre) to read it. It would be helpful for all WPs if everyone has a Gantt chart for their tasks.

**For the MDR all PI's must have followed an MDR course** (which is different from Good Clinical Practice), and helpful if all postdocs have done the course as well. Please find out locally where you can do this! Evelyne will check for Belgium.

## 8. WP8

D8.2 (Dissemination plan) is coming up in September. We already have a lot described in the original application, so that will be used as a base doc, and elaborated on for the deliverable report. This plan is dynamic, in the sense that it will keep getting updated throughout the project.

### Actions

Who	What
all	Generate Twitter content
Inez/Matthias	Comments for manual (September 3 <sup>rd</sup> )
WP7	Please keep updating the contact with clinicians sheet! Link on Basecamp.
PI's postdocs	Do an MDR course