Present

WP1	Inez Germeys
	Martine van Nierop
WP2	Simon Krause
WP3	Thomas Ganslandt
WP4	Georgia Koppe
WP5	Maria Wolters
WP6	Luca Marelli
WP7	Ulrich Reininghaus
	Michel Wensing
	Matthias Schwannauer
	Adam Kurrila
	Anita Schick
	Simge Celik
	Glenn Kiekens
	Iveta Nagyova
	Anton Heretik
	Michal Hajduk
WP8	Inez Germeys

1. General Management

Please all invite management of your clinical sites for the zoom on April 28th 10-12, you can just forward the meeting invitation I sent you. And send Martine the names of the institutions to add to the acknowledgement text (to use on all papers). This will be in a doc on Basecamp (IMMERSE project – Dissemination/publication – Acknowledgement) and will be updated with different or additional details as needed. **So that means that when you add the acknowledgement text on a paper, please always get the latest version of the text from Basecamp**.

KUL will transfer 26.000 to CIMH to help out with their staff cost gap due to misunderstanding during proposal phase. There is still a small buffer available, only for very urgent additional costs.

All meetings must be minuted, make sure these contain the decisions and action points.

We will first make sure we make all the deadlines, but also have some contingency planning in case of delays, absences of people, etc. Martine will plan a separate SC meeting on this planning only (please all fill out this doodle!)

All WP leads have final responsibility of all tasks within their WP. This doesn't mean that they have to do all the tasks, but it does mean that they are responsible for them getting done (getting whoever does have to do them involved, etc).

Phase 1 data papers: see minutes of Mannheim meeting (https://immerse-project-members.eu/meetings) for topics that PhD students are interested in. Link to ideas for manuscripts can also be found here:

https://3.basecamp.com/3635894/buckets/10764202/documents/4214056438

2. WP2

Risk management is finished, has been added to CIP. Some mitigations still need to be put in place but this will be done during review of CIP by medX. Are now working on visualization. Everything is still on target in terms of timeline.

3. WP3

Has discussed sensor data with WP2 and 4, which data elements of movisens XS will be added, and requirements document has been updated on description of architecture of platform (interfaces and components). This has also been added to the CIP. Geun Hyun will start contacting clinical leads, for this Thomas needs contact details (to see about possible integration that clinical sites may want to invest in themselves)

4. WP4

It was unclear how to move forward with making decisions on visualization, as opinions differed and Georgia/Daniel felt uncomfortable to make a final decision on something that is not their expertise.

There were different opinions on whether their simple statistics should be more complex, now waiting for usability results, to say if current visualizations are good. Manuel will support Simon on implementation. They need decision on how complex it should be, or should more structure in correlations be added, or constructs like NA/PA, etc?

All decisions that have been made so far can be found in the requirements document – anyone interested to be involved please look there!

https://docs.google.com/document/d/1jeZstiikzrDMhQiBgiOKUq4clfypEDB7OU_wvbgv-4w/edit#heading=h.q1i8qj3r1f4

(I'm not sure if this is the correct one – please let me know if not!)

Georgia will plan meeting with Peter, Matthias, and Simon to move this forward.

5. WP5

Phase 1 now has priority over WP7 tasks, and they're making good progress. Last issues with questionnaire will be resolved by next week. Fortnightly training sessions for data collectors and analysts. Maria is keeping an eye on data coming in, if anything comes up she will contact Uli and Martine

6. WP6

Luca now has decisions on data controllers and data processors, and will forward that to LRD to get DTA in place:

Data controllers: KU Leuven (KUL), (University of Edinburgh) UEDIN, Zentralinstitut fuer Seelische Gesundheit, Mannheim (CIMH), Univerzita Pavla Jozefa Safarika v Kosiciach (UPJS), Univerzita Komenskeho v Bratislave (UK BA)

Data processors: Ruprechts-Karls-Universitaet Heidelberg (UHEI), Friedrich-Alexander-Universität Erlangen-Nürnberg [please note that FAU has yet to be included in the consortium, an amendment to the GA has been submitted].

Not accessing personal data from Phase I: Technologie- und Methodenplattform für die vernetzte medizinische Forschung e.V. (TMF), Movisens GmbH (Movisens), Universitatsklinikum Heidelberg (UKHD).

NB: all the sites that acts as data controllers or processors will have access to Phase I interview data.

Luca will join the Wednesday meetings to discuss ethical issues.

7. WP7

medX is reviewing the CIP, probably comments by next week. After that they can start preparing documents for ethics phase 2. Then Wednesday meetings will have a focus on prototype development, requirements documents, etc. Then planning for implementation strategies will start. The Wednesday meetings will be scheduled by need (including Maria, or Simon, or Luca, for example), and trying to go to every 2 weeks instead of every week.

8. WP8

No news

9. Papers

Inez was approached by Faith Matcham, Frontiers wants to do a special issue and Faith asks if we can submit a paper, deadline March. Inez wants to write an overview of IMMERSE based on materials we have now (application etc) as a position paper on what we're doing. There is some hesitation as it's Frontiers, so maybe try to publish somewhere else? Inez will compile the paper and send it around, decision on journal will be made after.

Actions

Who	What

WP7 clinical site leads	Send Martine names of clinical sites that participate on IMMERSE for acknowledgement text
WP7 clinical site leads	Invite management of clinical sites to meeting on April 28th
WP7 clinical site leads	Send Thomas contact details of clinical leads.
all	If you want to have a say on how the dashboard will look, what kind of stats are done, look here There will be a separate google doc for comments, Georgia will send around.