Present

WP1	Inez Germeys
	Martine van Nierop
WP2	Simon Krause
	Johannes Schneider
	Jörg Ottenbacher
WP3	Thomas Ganslandt
WP4	
WP5	
WP6	Ine van Hoyweghen
	Luca Marelli
WP7	Uli Reininghaus
	Anton Heretik
	Glenn Kiekens
	Michel Wensing
	Matthias Schwannauer
	Michal Hajduk
	Iveta Nagyova
WP8	Inez Germeys

1. General Management

-GA May 2022

Travel will probably be possible as normal by Spring next year, so the General Assembly meeting for May 22 will be in Edinburgh. Martine will liaise with Simona about practical organization.

-WP presence at Steering Committee meetings

To all WP leads: if you can't be present at a SC meeting, please send someone else in your WP so all WPS are always present at the SC meetings! It's fine if this is a postdoc or PhD student, or whoever you have available.

-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

Luca, Irene and Ine will meet with Els and Peter (ethical advisors) on October 18th, he will forward the meeting notification to the SC – everyone is invited.

-ESG

The rest of the SC is meeting with Tania and Lucia (and maybe Mario – scientific advisors) on October 26th.

2. WP2

Worked on risk management, did a successful workshop, and worked on the requirements. Also worked on the Therapy Designer platform, which so far looks good.

Their urgency mail was helpful, delays are hopefully soon amended.

3. WP3

Thomas has uploaded a google doc for Deliverable 3.1 (DMP), and needs input from movisens (version control, licencing), Uli, Inez, and Matthias (pre-existing datasets, short description of 2-3 lines). They will work on this the coming week. He also needs input from Maria, but as she's sick this part will for now be left out of the deliverable and added later.

The part on derivatives will for now not be specified, but will be added to the DMP later.

4. WP4

Not present

5. WP5

Not present. Maria will not be at the meeting in Mannheim, but Theresa will be there (also to work on the joint timeline with WP7)

6. WP6

Is working on Data Governance Framework, which is a milestone due this month. Point from D8.2 about the DGB overseeing abstract submissions will be added here. Other than that this doc is pretty much ready. There is still some feedback needed, please comment by next week.

There will be an update on an earlier deliverable report (data transfer). There will be an updated version for the consent form of phase 2 soon, and the plan is still to submit the protocol for phase 2 in October to ethical committees.

7. WP7

The last WP7 meeting was very constructive, and discussed the following points:

-Communication across centers needs to be improved

-Weekly Wednesday mornings are now planned and helpful

-WP7 has their timelines clear now, request for all other WPs to provide their timelines to share with the whole SC. This need to worked on before the next SC meeting and will be discussed there.

-The manual is nearly finalized as a priority.

Since it became difficult for Movisens to keep moving due to delays, there are now people assigned to different tasks and made responsible for their tasks. We need to make sure we are using the workforce we have available.

A full draft of the requirements document will be ready by the end of this week, and in the Mannheim meeting next week all necessary docs for Movisens will be finalized.

There's still input needed on visualization, Inez will reach out to Peter and Daniel.

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.

A google doc for this deliverable has been added to Basecamp, please all comment on this by next week.

WP8 together with WP1 will create a dissemination tracker, more info to follow soon. Info on dissemination will be added to the quarterly reports (Martine will add specifics to template)

Actions

Who	What
Luca	Add info from D8.2 about abstract submission overseen by DGB to DGF.
WP leads	Specify timelines of all WPs and share with at the next SC meeting
WP leads	Please always have someone from your WP present at all SC meetings
All	Send content for twitter!
Movisens, Uli, Inez, Matthias	Comment on DMP for Thomas coming week https://docs.google.com/document/d/1ZceT7IQGLtMxhiMos2BydFOJSTj-n64e/edit?usp=sharing&ouid=11191482702846958 7057&rtpof=true&sd=true
All	Comment on DGF for WP6 milestone https://docs.google.com/document/d/1IllastU_xuF-oxBsGu0dSHG0Syecl73s/edit?usp=sharing&ouid=11191482702846958 7057&rtpof=true&sd=true

All	Comment on D8.2 report: https://docs.google.com/document/d/15rADSOsg0DgRXnk2UYRc-wPZKDt0ysDhDjPc2nstX5I/edit