



## November 2023 WORKING GROUP MEETING MINUTES: Databases and Coding

Meeting details	
Location	MS Teams
Meeting date	20th November
Meeting time	10:00 (UK time)
Chair(s)	Jennifer Quint
Attendees	Eric Van Ganse Janwillem Kocks Valeria Perugini
Objectives	
1	Update on current project

Items	
Update on current project	<p>During the call, WG members discussed the STAndout project: standardisation of respiratory definitions and outcomes using RWD.</p> <p>Jenni informed the members that AZ had shown interest in funding the project and had promised to contribute £100k over nine months. However, the promise has not been fulfilled yet.</p> <p>To take the project to the next level, Jenni decided to financially support two students who have recently started working on a systematic review, which will help to gain more insights into the main research questions. Janwillem and Eric greatly supported this idea. Janwillem also suggested using the data gathered from the TORPEDO project with the STANDout to create a link between the two projects and help achieve the desired outcome.</p> <p>Regarding PM, Jenni mentioned that AZ has suggested appointing an in-house project manager, which could result in REG having less involvement in the project. This news is not ideal for Jenni and the WG members.</p> <p>Valeria (REG) expressed an interest in managing the project. Valeria (REG) believes that by doing so, REG can assist Jenni in overseeing the project, which will be extremely helpful for Jenni and the members. However, Valeria (REG) needs more information about the roles of REG in the project to determine how much time REG will be spending on it. Therefore, Valeria (REG) requested Jenni to provide her with the project proposal and budget, as this will help Valeria (REG) estimate the expenses for REG.</p>



Valeria (REG) has also stated that she will discuss these details with Jenni before finalising the budget.

The members discussed outsourcing during the call. If necessary, expenses will be estimated and incorporated into the budget, always keeping in mind that the overall project cost is £100k. Also, they mentioned the importance of getting IP from the project rather than just publications (if possible!).

**ACTION:**

- (1) Jenni and her students will gather additional information to strengthen the project proposal.
- (2) Valeria (REG) will estimate the expenses for REG
- (3) Jenni and Valeria (REG) will re-assess the budget.
- (4) Valeria will schedule a WG call in mid-January to discuss the project plan, scope, etc.