



Training Strategic Level Working Group Adopter Subcommittee

Meeting Notes July 7, 2004

Meeting Date	July 7, 2004
Attendees:	<p>Chair: Edith Zang PhD, Institute for Cancer Prevention</p> <p>Participants: Naveen Vinukonda MS, Institute for Cancer Prevention Brian Pittman MS, Institute for Cancer Prevention Edwin Quick, MMI, OHSU Cancer Institute Vicki Liang MS, Institute for Cancer Prevention Emily Chung MS, Institute for Cancer Prevention</p> <p>NCI: Marsha Reichman, PhD, Lynette Grouse, Leslie Derr, Jamie Keller, Mary Jo Deering</p> <p>Booz Allen: Cait Cusack, Anureet Deu</p>
Agenda	<ul style="list-style-type: none"> • Open Meeting • Follow-up on Adopter Training Related Questions for the caBIG Survey-any final comments • Training Strategy Document • Update on videoconferencing pilot • Other Issues and Concerns • Confirm next meeting
1. Follow-up on Adopter Training Related Questions for the caBIG Survey-any final comments	Edith Zang asked for feedback on the latest version of the survey that was circulated two weeks ago. There were no comments made
2. Training Strategy Document	Naveen Vinukonda summarized the progress of the training strategy document. This document will be an outline of the eventual training strategy for the group. It will eventually be divided amongst the cancer centers to being work on the final document. Naveen has been collecting white papers and articles relating to training strategy and has found one particular document that outlines protocols developed by Cornell University. He is currently reading the document and extracting pertinent information that he will use to develop an outline of the training strategy document. The intent will be to circulate the document outside of the group once it is prepared.



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	Lynette Grouse again raised the issue that we need to be certain we are addressing the different audiences. This is indeed the intent.			
3. Update on videoconferencing pilot	Edith Zang and Ed Quick gave an update on the pilot between themselves and OHSU. There has been a data sharing issue initially thought to be due to versioning, then possibly due to XP versus windows 2000. It now appears to be an issue with having the correct port open in order to get through the firewall. There is further testing being done today.			
	Once these issues are fixed the pilot will move onto other centers.			
	Eventually out of this pilot will come a list of requirements for groups to participate. The intent is to eventually have all 10 centers in this group participating and then roll it out to the larger caBIG community. At this point a proposal will need to be made for the NCI to host these activities			
4. Other Issues and Concerns	No other issues were raised			
5. Confirm next meeting	July 21, 2004 12:45pm ET			
Action Items:	No new action items			
	Name Responsible	Action Item	Date Due	Notes