

# Minutes

## Biorepository Evaluation Meeting

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Wednesday  
July 28, 2010  
1:30pm EDT

Conference Call Number:  
712-432-3900  
Conference Access Code:  
729065#

*Purpose:* To introduce all team members  
To better understand the U Conn timeline and workplan  
To refine the evaluation timeline as necessary  
To plan next steps

*Participants:* Dr. Richard Everson, Dr. Helen Swede, Rajni Mehta  
DPH team members  
Professional Data Analysts Evaluation Team

### Introductions

- Dr. Richard Everson, Dr. Helen Swede, Rajni Mehta
- DPH team members: Doctors Lou Gonsalves and Lloyd Mueller, Cathryn Phillips, Barbara Walsh
- Evaluation team: Doctors Anne Betzner, Dan Kavanaugh, Dean Troyer, Ann Wendling

### Discussion of U Conn Workplan

- Review workplan and timeline/progress to date  
*The start of the project was somewhat delayed due to a delay in the MOA and funding. Dr. Swede summarized the first quarter activities through May 31, 2010, referring to the quarterly report sent to meeting participants prior to the meeting. The pathology survey is very close to being finalized and ready for IRB submission. Dr. Everson added background commentary and discussed the Demonstration Project.*
- Clarifications as needed  
*Timeline will be further delineated during the second quarter 6/1/10-8/31/10 and will be included in the next quarterly report.*

### Review Feasibility Study Evaluation

- Evaluation questions  
*Questions were answered about the evaluation plan previously submitted.*
- Evaluation plan and activities  
*The rationale for a participatory evaluation model was explained by Dr. Anne Betzner. Dr. Betzner proposed that the evaluation team provide requested feedback within a two week time period. She encouraged open communication between project investigators and members of the evaluation team.*

## Next Steps

- How to obtain feasibility study materials needed for evaluation  
*Quarterly progress reports will be sent to the evaluation team. There is no need for detailed minutes of the executive project team, however significant outcomes will be communicated to the evaluation team.*
  
- Evaluation team's attendance at project conference calls  
*The evaluation team is welcome to "observe" Advisory Group meetings via phone. It is anticipated the first meeting will be in late September or October. The agenda and list of participants will be shared with the evaluation team prior to the meeting.*
  
- Others  
*Open direct communication among project team, DPH staff and evaluation team members is encouraged. Procedures will be developed to hold teleconferences with team representatives if all of today's participants are not able to be present for periodic check-ins.*

*Materials:       Bios of Evaluation Team  
                      CT Workplan and Timeline  
                      Evaluation Questions  
                      Evaluation Plan Activities*