1. **FOLLOW-UP ON ACTION ITEMS**

   a. *Review previous meeting notes and action items (see attachment 2)*
   b. *Review previous meeting notes and action items from joint Synthesizing-Recommending meeting (see attachment 3)*
   - *Recording of joint synthesizing and recommending working group meeting is available on Recommending MS Teams site*
   - *Next joint meeting should include discussion on how to publicize core outcomes work*
   - *Proposal to have monthly meetings of joint synthesizing and recommending working groups, with alternating meeting times*
   - *Members to share any topics for discussion with co-chairs*

   ACTION: Ivan to share COMET paper that was published this week

2. **COVID-END LOGIC MODEL**

   a. *Debrief discussion and next steps for Recommending working group*
   - *Sandy suggested spelling out how equity, inclusiveness and diversity are actioned within COVID-END, including emphasizing the need for primary research to incorporate priorities and perspectives from marginalized and under-served groups*

   ACTION: Working group members to provide any additional feedback on the logic model to Ivan and Per

3. **GUIDELINES DOCUMENT**

   a. *Discuss feedback (see attachment 4)*
   b. *Next steps*
   - *Michael thanked everyone for feedback, document now includes introduction and some images to help navigate document*
   - *Feedback from group members:*
     - *Suggest referencing quadruple aim rather than triple aim (adds a fourth aim of improving work life for care providers): https://www.annfammed.org/content/12/6/573*
     - *GIN library now public, with both published guidelines and guidelines in development https://guidelines.ebmportal.com/*
     - *Clearinghouse term signals assessment of quality and some sort of "stamping" or approval; group suggested use the term repository*
     - *Suggest including GIN standards on conflict on interest as reference*
     - *Suggest greater emphasis on living guidance, particularly in context of COVID-19, covering both living plus rapid aspects as two separate concepts (referencing*

key resources from BMJ, Annals, Elie's paper on different adaptation methods)
ACTION: Per to send Michael Elie Akl et al.'s paper on different adaptation methods to cite/refer to
  - o *No clear conclusion as document will be translated to a web-based resource*
  - o *Suggest greater clarity in description of ECRI and other clearinghouses as being non-profit*
  - o **ACTION: Amir to send suggested wording to Michael**
- *Suggested publishing guidance document with some modifications for COVID, following COVID-END's authorship policy*
- *Possibility to partner with GIN as a position paper*
- *Interest in exploring alternative complementary and more accessible formats (eg. Youtube, cartoons, infographics, etc)*

ACTION: Michael and Ivan (and others) will work to incorporate latest round of feedback and share back to group prior to publishing

4. COVID-END INVENTORY

a. *Discuss the COVID-END inventory and potential linkages to guideline community*
- *Not discussed during this meeting*

5. ANY OTHER BUSINESS

a. *Shifting into a biweekly schedule?*
- *Suggest holding weekly meetings into end of October and then start bi-weekly meetings in November*
- *Group suggested changing Recommending working group time back to 9:00am EDT*

ACTION: Safa to switch meetings back to 9:00am EDT moving forward

b. *No scheduled COVID-END meetings (partners, co-chairs and working groups) for the following weeks:*
  i. *Week of October 12*
  ii. *Week of November 16*