 

**OPSWISE**

**Project Management Group**

**28/5/14**

**Room 003 Fron Heulog, School of Healthcare Sciences, Bangor**

**Minutes**

**Chair: Chris Burton**

**Present: Chris Burton (CB): Jo Rycroft-Malone (JRM): Steven Edwards (SE): Roger Williams (RW): Diane Seddon (DS): Lynne Williams (LW): Beth Hall (BH): Brendan McCormack (BMc) Sandra Nutley (SN): Denise Fisher (DF)**

CB welcomed everyone to the meeting, and provided opportunity for introductions around the table and on the phone.

1. Matters arising from last meeting –Project Advisory group meeting (*on agenda*), prioritising questions exercise (*on agenda*), protocol paper (*submitted and accepted*)
2. Priority setting exercise from project advisory group –document circulated in advance to show how stakeholders prioritised the theory area questions using scoring system. RW highlighted other working streams around motivation/self-esteem of support workforce. DS & BMc asked re clarity of outcomes (for workforce, older people ,to what end and for whom), also, clarify how and what questions consistently across theme areas (SN) –agreement that need to revisit as part of write up of process of developing programme theory areas using soft systems –***action*: draft process report/review programme theories figure and circulate before next meeting**
3. LW & BH provided report of search strategy and progress –title sifting completed and 997 titles retained for abstract review. Discussion re key words, group searches included. Group agreed that diagram map of process would be useful to view to show how studies included –***action:* diagram/summary to be drafted before next meeting**
4. Data extraction form –test example circulated prior to meeting –discussion re critical appraisal and how this fits with realist approach being used in this study –group discussed criteria for affirming good and relevant enough data –BMc suggested this is developed/defined for this study –***action:*** **develop detailed realist rationale before next meeting**
5. Project Advisory group meeting –provisionally booked for July 29th –***action:* to be discussed at next project management group meeting**
6. Evaluation of process/meetings –BMc suggested that papers are linked to show process in form of living document or figure to show how stages interlink ***action*: to be drafted and circulated for monthly meetings**
7. Any other business –nil of note
8. Next meeting date -July 3rd 9am

LW 28/5/14