 

**OPSWISE**

**Project Management Group**

**4/8/14**

**Room 16 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): Lynne Williams (LW): Beth Hall (BH): Brendan McCormack (BMc) Sandra Nutley (SN): Denise Fisher (DF)**

CB welcomed everyone to the meeting

Apologies: Diane Seddon

1. Matters arising from last meeting –accepted as correct
2. Initial programme theories documents –the group discussed how the report and living document circulated were about documenting the process and a sense-checking exercise with group members. The living document can be added to and amended as appropriate on the U drive. It is anticipated that the documents can support the final report and publications. CB provided an overview of how the Advisory group contributed to the refining of the programme theory document, and, as agreed, how the revised version will be circulated to the Advisory group for comments/feedback. Discussion re inputs for website –suggestion made to add minutes of PMG meetings, for information –**action LW**
3. Search process –update report provided by LW & BH, and group discussed the previously circulated papers. BMc enquired re inclusion of practice development literature in selected paper - group discussed purposive searching to ensure “classic” papers not missed. SN enquired re timelines of study. RW asked for clarification of aims of findings. **Action –LW to contact BMc for suggested reports/papers to ensure relevant practice development literature included**
4. Data extraction form –background to “relevant and good enough” flow chart presented, group discussed usefulness of flow chart for data extraction. JRM suggested this as blog item –**action LW**
5. CB/LW provided report of PAG in London last week. Agreement that meeting extremely helpful, members contributed to refining of programme theories and provided useful suggestions/ideas for knowledge mobilisation. **Action –LW to circulate PAG dates and plan venue**
6. Knowledge mobilisation –group discussed ways in which findings can be shared, and processes for sharing. PAG provided some guidance/ideas last week, particularly around use of social media, what structures can be used for marketing, drawing on host organisation and wider arena. OPSWISE is now on Twitter. Action –**LW to contact MB re webchat** **via Twitter**
7. Filming –related to above discussion –group discussed how can be about process and findings –use of creative arts, media depts.
8. CB asked group to inform us re any suggestions for changes to meeting structure/process –SE suggested lengthy papers circulated earlier than 1/52 if possible. CB suggested that any specific questions for feedback etc will be outlined with circulation of papers
9. Date for next meeting- due to availability of group members, the next date 12th September will be changed –**Action LW to notify group**

**On agenda for next meeting:**

* Future research (SN)
* PAG plan for January 2015
* End of grant dissemination plans with costs

LW 4/8/14