**Attendees:**

|  |  |
| --- | --- |
| **Team Member** | **Present at meeting** |
| Craig Mcilloney (PPD) | X |
| Lyn Taylor (PRA) | √ |
| Chris Toffis (Amgen) | √ |
| Dave Inman (GSK) | √ |
| Wilmar Igl (Contracting) – Wilmer has left AZ & so we need to obtain new email address if he still wants to be on committee | X |
| Yann Robert (Servier) | √ |
| Helene Savel (Bordeaux University Hospital) | √ |
| Sophie Canete (Bordeaux University Hospital) | X |

**Previous Action Items**

| **Action Item** | **Assigned team member(s)** | **Deadline** | **Status** |
| --- | --- | --- | --- |
| How to get our articles into EFSPI newsletters & when do they come out. Can the AIMS sig be added to the EPSPI website as well?  How do EFSPI members receive SPIN or can ensure our articles are part of the EFSPI newsletter. | Craig | 5th Sept | Open |
| Conference preparation for a parallel session   * Reach out to Eli-lilly to see if they’d be interested in doing a parallel session at next PSI conference (with Mango too) * All to investigate any R user groups in their own companies or other companies with validation ongoing | Craig (and All to find any other companies) | 5th Sept | Closed (Todays discussion agreed that there is no need to bring in Mango or EliLilly to the session as we have enough material to fill it) |
| Working on next articles   * Chris – Next Rshiny installment * Dave – SAS & R for MCMC * Lyn – Validation of R | Chris/Dave/Lyn | 5th Sept | Open |

**Agenda/Discussion**

| **Topic/Lead** | **Discussion/Decisions** |
| --- | --- |
| Objectives for next 12 months (June 2016-June 2017)/  All | Prepare to have a parallel session at conference   * establish relationships with other companies who use the tools we are talking about * Expand membership of the group (1 or 2 more). * 1 article in each SPIN newsletter |
| Article writing progress/ Chris (All) | Wednesday October 25th for the Winter SPIN edition  Deadlines are: approx 20th of the month in January, April, July and October  Currently suggestions for articles.   1. R Shiny. –multiple articles to follow – Chris **- 2nd installment Mid Jan 2018 deadline** 2. R notebook (literate programming) - Chris 3. literate programming and Reproducible research Cloud computing – Wilmar is moving from AZ to contractor position and so will no longer have time to write articles - New volunteer needed if we want articles in these topics 4. Linking R with other software (ie. BUGS / SAS)   Dave to write something on MCMC in SAS & R (likely to be over winter 2017-2018). Will need support for R part. Chris or internal GSK help on BUGS & R – **Aim for mid April 2018 deadline**   1. High performance in R vs SAS – Yann 2. Intro to Validation (Tips) – Lyn to write & send to All to review -- **Mid October 2017 deadline** |
| Conference preparation for a parallel session | Chris’s progressing well with development of a break out session on R-shiny, could easily last 1 hour. Ask people to bring lap top to the session and pre-load with a file. Will include the use of R-Shiny to produce safety (AE) reporting.  PSI parallel sessions are 1 hr 30 to 1 hr 45 long. We propose 1 hour hands on workshop, 20 min introduction which covers current top tips for using R including brief touch on validation, what approach should be used to put together regulatory package & store information out of R, 10 min wrap up / Q&A. We don’t think we should invite Mango as focus of the session is not on validation and we think we have enough to cover the session.  The conference will be held at the Beurs Van Berlage, Amsterdam, from **3rd to 6th June 2018**  Should we also plan for an event at USE R conference (if we could get budget to go)? |
| Long standing items we might come back to/ All | * SPIN Competition? – Ask people to write How and Why they use R in the pharmaceutical industry: Find a company to sponsor? * R-foundation interaction |

**Action Items**

| **Action Item** | **Assigned team member(s)** | **Deadline** | **Status** |
| --- | --- | --- | --- |
| Intro to Validation article | Lyn | 13th September 2017 – send for review  Finalise by Mid Oct for SPIN Article | Open |
| Next Rshiny installment | Chris | Mid Jan SPIN Article | Open |
| SAS & R for MCMC | Dave | Mid April SPIN Article | Open |