

SBRI Healthcare: Oxygen monitoring management meeting 4

Location

Nonwovens Innovation & Research Institute Ltd, Clothworkers' Building Central, University of Leeds, Woodhouse Lane, Leeds LS2 9JT

Date and Time

10am-3pm, 15th March 2017

Summarised actions (previous meeting)

- **ACTION – PT & TW** to put together presentation demonstrating results of the focus group & clinical interviews at next meeting to highlight findings for the technical team to follow up on.
- **ACTION – RK** to keep a record of sleep study patient records for the data contained within them – useful for identifying needs
- **ACTION – HE** to approach a small number of parent/patients to get people signed up to the patient focus group for **PT & TW**
- **ACTION – TW & PT** define a date for the validation focus group BEFORE clinical focus group takes place
- **ACTION – TW & PT** design two sessions (one for clinicians, one for patients) for the concept selection focus group to run individually
- **ACTION – RK** to book the CRF room 1-3pm for the patient concept selection session on **Thursday 11th May**. Other room is being booked by others within the hospital for the CPD
- **ACTION – PT** begin filling in the Interim Report, then send round to **ALL** partners for feedback
- **ACTION – PT & TW** to put interim report on the Agenda for next meeting for us all to go through together
- **ACTION – SN, HE and RK** to monitor Ethics Submission and report on progress at next meeting.
- **ACTION – SN** to do quarterly submissions for finance via PO number raised at Viamed. 2 payments to each partner at month 3 and month 6. Partners to itemise the bill for Viamed – Travel Expenses, Lunches, Mileage, Other costs (focus groups) etc.

Agenda

No.	Item	Leader	Time
1.	Review of actions from previous meeting	All	10 min
2.	Matters arising	All	10 min
3.	Review project tracker – activities vs. milestones	All	20 mins
4.	Ethics submission & contract	HE, SN	10 min
5.	SBRI Interim Report	PT, SN	20 mins
6.	Finance and invoicing arrangements	SN, PT	10 min
7.	Patient & Clinician research findings	TW, PT	60 min
8.	Any other business <ul style="list-style-type: none">• TITCH event 27th April	All	10 min
9.	Date of next meeting (confirm)	All	5 min

Circulation:

Steve Nixon (SN)

Ruth Kingshott (RK)

Heather Elphick (HE)

Patrick Trotter (PT)

Fadi Junaid (FJ)

Tom Wright (TW)