| Meeting Information | |
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| **Topic** | Reference Materials Guidelines Document Subgroup |
| **Co-Chairs** | Joe Konschnik  and Alex Krynitsky |
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| **Date** | 05--20-2020 |
| **Time** | 11:00 – 12:00 PM |
| **Location** | Skype Video Conference Call |
| **Attendees** | Joe, JoMarie, Alex, Kyle, Francesca |

| Discussion | |
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| **Topic** | **Comments** |
| Host | ➢ Joe Konschnik |
| Logistics | ➢ Skype Video Conference Call arranged and hosted by Joe K |
| Biweekly calls | • 1st drafts of chapters are due June 1<br>• June 3 and June 17 meetings are planned to discuss reviewer comments.<br>• Joe hopes to move future meetings to Microsoft Teams platform.  He will send out new invitations after it's set-up |
| Share Drive | • Several updates and reviews to the chapters have been uploaded to the Share Drive.<br>• Several new resources have also been uploaded to the Share Drive. |
| Glossary | • No updates |
| Review of Chapters | This meeting focused on discussions of the scope and content of the various chapters and reviewer's suggestions.<br><br>• 1. Introduction:  Hakan suggested that we develop a figure showing the preparation, hierarchy and roles of different RMs.  Jo Marie will review Kate's presentations and draft a figure for consideration.<br>• 3. Handling tips: Joe is reviewing this chapter for Francesca<br>• 4. COA: Melissa has reviewed this Chapter and Francesca is adding review comments<br>• 6. Stability:  Alex will be adding stability information provided by Joe to his chapter<br>• 7. Expiration: Kyle asked if there is a recommended % difference between RMs when analyzing to re-certify expired solutions. This led to a discussion about fit for purpose performance. We need to ask the experts (NIST, TDRM) and also to reach some consensus on our opinion. This discussion is related to measurement uncertainty questions also.<br>• 8. In-house RMs:  Jo Marie is continuing to update this chapter and hopes to send it to Hakan for another review soon.<br>• Joe described how the requirement of a second source can sometimes mean that comparisons between a high quality and poorer quality RM are being made.  Does this assure quality? |
| Scope of Guide | • No updates to the guide at this time. |

| NACRW | • NACRW has cancelled there July 2020 meeting.<br>• RMWG has been asked to present a webinar based on Joe's work on RM stability. |
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| AOAC | • AOAC may also host a virtual meeting in September, but nothing has been announced yet.  They are evaluating options.<br>• Several stakeholder and ERP meetings were held online in March and April which went well and demonstrated this is an option |
| Deadlines | • June 1:  Send "draft" to reviewers<br>• NACRW:  prepare a webinar?   July or August? |
| Assignments & Next Steps | **Other Action/Next Steps:**<br>• Joe will send out meeting invitations using Skype for business until he gets MS Teams running and add Hakan Emteborg to these invitations.<br>• Joe will contact Kate concerning progress on Chapter 9.<br>• We suggest that everyone should now begin reading all the chapters to verify there's alignment among chapters in their content and guidance.<br>• We need to begin submitting these chapters to reviewers because they may have some very important input. |
| Next Meeting Date | Joe will send out two more invitations for June 3rd and 17th at the same time: 11am EDT. New meetings will probably be held using Skype if NACRW's MS Teams account is not yet working. |
| Adjournment | 12:14pm EST |