QIBA Process Committee
July 29, 2015 at 3 PM CT
Call Summary

Attendees:  
Kevin O’Donnell, MASc (Chair)  
Brian Garra, MD  
Alexander Guimaraes, MD, PhD

Staff:  
Eric Perlman, MD  
Nicholas Petrick, PhD  
Joe Koudelik  
Susan Weinmann

Wiki Use Cases (Mr. O’Donnell)

- Committee members provided input regarding the functionality and usage of both the QIBA Wiki and the QIBA/RSNA Website.
- It was agreed that the purpose of the Wiki is for a collaborative workspace and the Website is to display finished products (e.g., publically-reviewed profiles, and later versions); this would mirror the current IHE Wiki/Website domain organization as well.
- Which types of users seek specific types of information was discussed:
  - Visitor to the QIBA Wiki & Website:
    - QIBA CC / BC / TF members
    - Vendors
    - Clinical Trialists
    - Sites (Radiologists/Medical Physicists)
    - Sites (Lead Technologists)
    - Regulators
    - Pharma
  - Types of information
    - QIBA concepts
    - Clinical care vs. QIBA conformance
    - Metrology guidelines (trial design)
    - QIBA Process
    - Profiles
    - Mapping of Profiles/biomarkers to clinical needs/questions
    - Profiles in various stages of completion
      - Work-In-Progress Profiles
      - Working documents
      - Conformance & statements (vendor)
      - Conformance & statements (site)
- Uptake/interest in various profiles
- Usage/experience of profile in trials

- Phantoms
  - Blueprints/designs
  - Loaners
  - Where to buy
  - DRO (download and instructions)
  - Test datasets (QIDW)

- Other assessment tools
  - Guidance
  - On protocol tuning
  - On “acceptable deviations”

- Elements that are currently found or additions that should be made to the Wiki:
  - Meeting calendar
  - Meeting minutes
  - Committee rosters
  - Groundwork projects
  - Literature catalog
  - Links/acknowledgment to partner
  - Document templates
  - Presentation materials
  - Education – past posters, PPTs, whitepapers, etc.
  - Templates (Profiles, protocols, etc.)
  - NIBIB contract planning and projects

- For reference, this document is located here: https://docs.google.com/spreadsheets/d/1bVP9pSjxtCVinIASCAnGDf5vjc2ICfj16qEg7hkft0Q/edit?usp=sharing

**QIBA Profile Template (Mr. O'Donnell)**

- The “QIBA Profile Template Improvements 2015” document and can be found on the QIBA Wiki at: http://qibawiki.rsna.org/index.php?title=QIBA_Profile_Template

- Discussion on this item will resume at the next Process Committee meeting on August 12 at 3 PM CT

**Next Steps**

- The goal is to redesign the QIBA Wiki so that it is more aesthetically-pleasing, organized, and will best fit the needs of its users

- The Committee will continue to gather information and identify user needs

**Next Call:** Wednesday, August 12 at 3 PM CT