QIBA Process Committee Meeting
Tuesday, January 18, 2022, at 2 pm (CT)
Meeting Summary

Attendees:			**RSNA Staff:**
Kevin O'Donnell, MASc (Chair)	Timothy Hall, PhD	Kay Pepin, PhD	Joe Koudelik
Michael Boss, PhD (Vice Chair)	Nancy Obuchowski, PhD	Daniel Sullivan, MD	Susan Stanfa
Cathy Elsinger, PhD			

Topics Discussed:

- Process Committee meeting format updates
- Review and prioritization of items on current PC work list

Next Steps / Action Items:

- Updated PC format and meeting structure:
  - Task forces composed of a targeted group of attendees to resolve a specific task
  - Last 10 minutes of meetings to be used to draft agenda for the next meeting
  - Periodic meetings of Profile editors to focus on Profile-writing to better convey PC information; topics could include evaluating checklists and providing rationale/reference for all checklist requirements

- PC "Current Work" list items to be converted to subheadings with links from agenda and summary in table of contents
- Naming convention is needed to distinguish between-stage Profile versions and facilitate referencing / citation
- Biomarker Adoption Steps was identified as a QSIC responsibility, and a meeting will be arranged with QIBA Leadership
- To facilitate Profile format harmonization, CC leaders to request Profile template versions being used by their BCs; Process Committee to create a table for CCs to populate/track this detail
- Estimates of precision at different Profile stages BC guidance text needed
- Guidance text re: conformance testing in Profiles to be drafted focusing on the meaning of conformance at each Profile stage, e.g., stage 4 vs. Profile requirements for conformance to be better distinguished
- Technical Confirmation resolution template to be assessed if ready to share with BCs; template may be reevaluated at the end of 2022 or early 2023
- Dr. Elsinger will invite a fMRI BC representative to attend the Feb. 1 Process Cmte meeting to provide feedback on new Profile template
- Staff to distribute [agenda for Feb. 1 Process Committee Meeting](#), to include:
  - Current priority list update (20 – 25 mins)
  - Streamlined Profile template (15 mins)
  - Estimates of precision to be completed (10 mins)
  - Next meeting agenda and new business (10 mins)

- Follow-up Process Cmte / QIBA Leadership meeting is scheduled for Jan. 21 to discuss process efficiency and work list priorities

Next Process Committee Meeting: Tuesday, February 1, 2022, at 2 p.m. (CT) **[1st & 3rd Tuesdays of each month]**