

## QIBA Process Committee Meeting

Tuesday, May 17, 2022, at 2 pm (CT)

### Meeting Summary

#### Attendees:

Kevin O'Donnell, MASC (Chair)      Nicholas Petrick, PhD  
Michael Boss, PhD (Vice Chair)      Daniel Sullivan, MD  
Cathy Elsinger, PhD

#### RSNA Staff:

Fiona Miller  
Joe Koudelik  
Susan Stanfa

#### Next Steps / Action Items:

- [Streamlined Profile Template](#)
  - The new template along with vetting requirements to benefit BCs by speeding up Profile development and making them more concise
  - Change log to be added to the appendix to communicate differences, e.g., specification, assessment procedure, Claim, etc., between two sequential versions
  - A formal Process Cmte vote to be initiated during an upcoming meeting to release the current template version; no need to wait for BC feedback
  - After Mr. O'Donnell migrates comments, the template will be added to the [QIBA Wiki page](#)
  - QIBA membership to be asked to review the template and provide feedback for future updates
- [Profile Maintenance/Versioning/Naming](#)
  - Mr. O'Donnell reviewed [example lists of Profile names](#) demonstrating the following approaches and will post the link:
    - Modality/name/year/stage
    - Modality/name/version (stage)
      - Version number to indicate change in focus or use cases
      - Major and minor increments, e.g., 1.0, 1.1, 2.0, etc.: changes to structure to be defined: specifications would be major, while small or technical corrections would be minor
    - Version/date/(stage)
  - Additional PC discussion needed before example sheet will be circulated to CC leaders for feedback
- [Estimates of Precision Guidance Text](#) to be revisited during and upcoming meeting; Dr. Obuchowski to draft a summary version with key points for Process Cmte review
- [Coordinating Committee Profile Selection Process](#) topic to be revisited
- Staff to poll PC to assess availability for June 7 meeting; may reconvene on June 21 based on feedback

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

**Zoom Meeting Link:** <https://rsna-org.zoom.us/j/89877175730?pwd=V282c2FPSU1vdDhWejRSGZYZTVZdz09>

Meeting ID: 898 7717 5730

Passcode: Process