Attendees:			**RSNA Staff:**
Kevin O'Donnell, MASc (Chair)	Timothy Hall, PhD	Nicholas Petrick, PhD	Susan Stanfa
Michael Boss, PhD (Vice Chair)	Nancy Obuchowski, PhD		

Review of Latest Version of Profile-writing Group Support Guide

- Target audience is societies and organizations seeking to support the further development and dissemination of QIBA Profiles following the QIBA transition to QUIC
- The Profile-writing process including literature review, groundwork projects, streamlined Profile template, checklist vetting requirements, stage advancement is described

PC Feedback Included:

- Wording changes in Biomarker Committees section overview of BCs, including their purpose, products, and composition
- Section title change to "Secretariat Responsibilities and BC Logistics"
  - Defines length of Profile-writing group member commitment as likely 2 – 3 years, depending on factors, e.g., Profile stage, available groundwork data, statistical support, volunteer availability, etc.
  - Includes suggested meeting frequency, format, and purpose and meeting-related tasks, e.g., meeting summaries/action items, tracking call attendance for voting privileges, etc.

- Profile Promotion Outreach subsection was added to the Stage Advancement section along with text regarding white paper reports, instructions on accessing QIBA EndNote collections via the QIBA Wiki [Education page](), conference presentations / talks, regular informational emails, etc.
- Existing resources, e.g., QIBA Wiki, Profile library, Profile guidance documents, Google docs, archive of shared documents, were listed
  - RSNA staff to post Profiles that meet QUIC endorsement criteria to the Wiki
  - Suggestion that Profile Writing Group leaders or society admin support contacts create Wiki accounts to maintain their pages

Next Steps

- Profile-writing group support guide to be circulated for final PC feedback and suggested edits/comments will be discussed during the next call on**: Tuesday, November 21, 2023, at 2 p.m. CT**