**Attendees:**

|  |  |
| --- | --- |
| **Team Member** | **Present at meeting** |
| Craig Mcilloney (PPD) | √ |
| Lyn Taylor (PRA) | √ |
| Chris Toffis (Amgen) | √ |
| David Inman (GSK) | √ |
| Wilmar Igl (AZ) | √ |
| Selvaraj Sivasubramaniam (Aberdeen University) | X |
| Yann Robert (Servier) | X |

**Previous Action Items**

| **Action Item** | **Assigned team member(s)** | **Deadline** | **Status** |
| --- | --- | --- | --- |
| **NA – This is the first meeting** |  |  |  |

**Agenda topics**

| **Topic/Lead** | **Discussion/Decisions** |
| --- | --- |
| Introduction | Each team member gave a brief introduction of themselves and their interest in the AIMS SIG. |
| Purpose of the AIMS SIG & review of Charter | See slides attached:    See charter attached:    Full AIMS SIG could meet with other SIG leaders  Need a forum (web) to release information about our work |
| Open discussion on potential future topics of interest | Craig proposed the following topics.   * Estimands * Mango solutions – R validation * CDISC explained for statisticians * Simulation & modelling   Wilmar suggested Parent computing – How to access the computing clusters of PCs to increase running speed when performing simulations. This could be a quick win for the SIG.  ACTION: Team to come up with 2-3 topics each and email to Craig and Lyn |
| Logistics /Meeting frequency | Once every 2 months by TC & if required once a year F2F  Lyn to co-ordinate and take minutes. |

**Action Items**

| **Action Item** | **Assigned team member(s)** | **Deadline** | **Status** |
| --- | --- | --- | --- |
| Each member to come up with 2 or 3 areas which you would like to focus our initial work as a SIG on. Email ideas to Craig & Lyn (including the full group if you wish) | All | 31st May 2016 | Open |