CANWHEEL

CanWheel 2011 Annual Meeting
June 10, 2011
Toronto

1. Team updates

- We have had some new members join our team: Megan MacGillivray from UBC, Sandra McKay from Toronto, Laura Titus from UWO.
- Meeko Oishi will be moving to New Mexico but will still be a part of CanWheel

2. Project Updates

P1 has met their deadlines and finished the Phase 1 and will be moving to Phase 2-providing data into prototypes.

P2 is currently collecting data. All 6 sites are currently active.

P3 Should be on the Focus Groups

P4 has prototypes they are happy with, the data logger will be operational for P2 soon, there will be less sites for P2 that will be using the data logger.

P5 Ethics will be done in the summer. Halifax will obtain ethics approval first then UBC and then an iterative roll-out to the other sites.

3. Finances

A summary of finance was presented to the group. Questions arose as to how to understand financial summaries in comparison to the budget submitted to CIHR due to fiscal years being different than UBC. Furthermore, it was mentioned that regular summaries to the project leads would help greatly.

ACTION: Ian will formulate his finance questions via email to Elmira.

ACTION: Collaborations with each site lead are needed so that Elmira can send regular financial summaries to the project leads.

4. CIHR Midterm Report

This report is due Oct 1, 2012 there is some leeway to this deadline. This report is a requirement for funding and the template is still evolving. It was expressed that investigators should have a copy of the template so that we can all prepare for the writing of the report.

ACTION: Elmira will circulate a copy of the finalized midterm report template to investigators.

5. Communications

5.1 CanWheel Quarterly

It was stated that the Quarterly was a good way to let team members know what is going on.

ACTION: If others have input about the Quarterly please send them to Elmira

5.2 Quarterly Project lead meetings

It was suggested to have a quarterly 1 hour teleconference for the project leads to touch base. This would also be a good opportunity to discuss contents for the quarterly. A standard meeting time will be set.

ACTION: Elmira will setup a teleconference every 4 months.

Teleconferences: CanWheel teams can meet via teleconference setup by Elmira.

ACTION: If teams would like to meet via teleconference please let Elmira know. Let Elmira know if this teleconference is open to all or limited to certain individuals only.

Eduroam-Ian mentioned a program called Eduroam. http://www.eduroam.org/ This program is the secure, world-wide roaming access service developed for the international research and education community. Please check if your institution is a part of this program.

6. Website

Updates- To have an updated video of smart wheelchairs, currently we have a video of Pooja and Alan from the "Celebrate Research" UBC event. Another edit was to include a short description in the project links to have more than just "Project I".

A publication list will be posted on the CanWheel website, with links to the abstracts or the manuscripts. CanWheel team members are asked to send Elmira the publications to post on the website and included in the Quarterly. Furthermore every January, Elmira will send an email to the investigators for an updated list of publications.

ACTION: Elmira to prompt investigators every January for their publication list.
ACTION: Elmira to update the website to include publications and project brief descriptions
ACTION: P3 team to send more smart wheelchair videos to post on the website.

7. Authorship agreements

P1 & P3 will need to create publication agreements.

P2 &P5 both have agreements on authorship.

P3-Pooja and Ian have Data agreements and follow-ups need to occur for the IT agreements. For Computer Science and Engineering fields, the university has agreements regarding publication, if an individual was part of the development they get authorship.

CIHR also has a branding statement that they would like CanWheel team members to use. Clarifications on what are the requirements need to be made.

ACTION: Elmira to circulate the P2 and P5 authorship agreements so that P1 & P3 can create their own agreements.
ACTION: Ian and Alex Mihailidis to follow-up on IT agreements
ACTION: Ian to look at data sharing agreements.
ACTION: Elmira to contact CIHR to clarify branding statement requirements.

8. Journal Club

Bill runs a bi-monthly Journal Club (writing club). One or two trainees' manuscripts or pieces of writings are selected for feedback from the group. Reviews of current relevant publications are also done at this time and what is learnt from these works is discussed. This club provides good training and appreciation for the trainees. It also gives them a taste of academia.

ACTION: Journal Club meetings will be broadcasted to the CanWheel team so that those interested can attend

9. Next year's meeting

9.1 Next annual team meeting will be in Vancouver, in line with the Rick Hansen Foundation 25th celebration (i2012). Bill has been in touch with John Barclay who is organizing this conference and it was talked about having a pre-conference workshop for the WST-P.

ACTION: CanWheel team members please save the date for this event May 15-18, 2012.

9.2 Trainee workshop- A trainee workshop was proposed for year 3 (2012) of the team grant. The original plan was for a multi-day structured set of sessions on grant and manuscript writing. It was decided instead that the trainees would organize a mini-conference to work on their presentation skills and showcase their research. One example was given on how one department recognized that people were in different stages of research and planned 3 different types of student talks: cocktail talks, elevator talks (3 minute presentation) and talks on challenges of process. Alex Korotchenko and Debbie Fields expressed interested in participating in the planning committee.

ACTION: Trainees to start a planning committee for the 2012 trainee conference.

9.3 During the Think Tank, there were discussions on the possibility of expanding our team to include international members and form the iCanWheel. Several team members believe this is beyond the scope of the grant however, an international advisory committee was believed to be

something worth organizing in order to network with many of the international colleagues in the power mobility field. Jan and Bonnie both indicated interest in the international adventure and have stated they both have experience in this area.

ACTION: CanWheel team members to please send their thoughts to Bill on 1) the iCanWheel team and 2) international advisory committee.