

## Conference Call Minutes 2/8/18

**Attendees:** Casey, Mereyem, Heather, Souhila, Bridget, Caroline, Kate, Lauren, and LaToya

- Lauren and LaToya shared with group new direction for research focus- we will now focus on interviewing Gaurdian at Litems (GaL's) and guardian attorneys.
- **Interview subcommittee** (Mereyem, Souhila, Heather)
  - Only 2 people will be conducting interviews (Heather & Souhila)
  - Interviews will be conducted via phone
  - Lauren will send literature and info about recording app
  - LaToya will connect interview subcommittee to GaL's and attorneys via email
  - Interview subcommittee will review current interview protocol, make necessary edits, and send to Jay for final approval.
  - Tentative March 1 deadline for data collection
  - Data will be shared with Data Analysis subcommittee using encrypted data files- LaToya to send info about how to do this
- **Lit Review subcommittee** (Bridget, Caroline, Casey)
  - Will begin literature review once data is collected
  - Have already completed an outline
- **Data Analysis subcommittee** (Kate, Stephanie, Lauren)
  - Kate will transcribe the first round of data

### TO DO

#### **LaToya:**

- Connect interviewers (Heather, Souhila, and Mereyem) with GaL's and attorneys
- Determine whether IRB needs to be adjusted
- Send how to on encrypting data files

#### **Lauren:**

- Send phone interview lit, app info, and old interview protocol to interviewers

#### **Interview Subcommittee:**

- Review phone interviewing techniques and app to record
- Edit interview protocol and send to Jay
- Begin scheduling and conducting interviews