

September Meeting Minutes

September 9, 2017

- Reviewed research focus, no questions or clarifications.
- Discussed and finalized draft of interview questions for family court judges (Interview draft is available on google doc).
- Began to establish a timeline for research focus (Timeline is available on google doc).
- Established tasks/responsibilities to accomplish research focus:
 - Interview- Souhila, Heather, Meryam, maybe Chelsea
 - Analyze data, methods, results- Kate, Lauren
 - Literature review- Kacy
 - Other??

TO DO:

Lauren:

- Doodle poll for October meeting time
- Send Dr. Miller names of interviewers
- Work with LaToya to find a meeting place for October

Dr. Miller:

- Work on submitting IRB and necessary supplemental materials (interview questions, informed consent script, demographics survey)
- Draft one page description of intent for Souhila to present to family court judges

Souhila:

- Edit draft of description of intent
- Provide family court judges with description of intent to assess their willingness/comfortability with participating

All members:

- CITI training must be completed by **September 17** and verification sent to Dr. Miller at **justin.miller1@uky.edu**.
- Complete doodle poll to schedule meeting time in October
- If you have not already committed to a task/responsibility, please be thinking about what task/responsibility you would like to commit to. We will solidify roles and responsibilities in our October meeting.
- Let Lauren know if you are having trouble accessing the google doc or the groupme. My contact info is 502-377-0858 or lauren.hayes@louisville.edu.