

## STAT4893W Meeting 1 Guidelines

### Open

- Introduce all members of each team to each other. Make sure you know what everyone's preferred name (and title) is. If online, be sure that everyone is able to connect and fully participate in the meeting.
- Time conversation: Agree on how long the meeting will go
- Wanted conversation: Share what you want to accomplish in this meeting, ask what they want to accomplish, state if that's possible or not.

### Work:

Find out the background and details of their proposed study.

- What do they want to find out, and why?
- What's the primary outcome?
- Is there a primary treatment? How much and/or how often and/or for how long should it be administered? Can it be randomly assigned? Is there a control or placebo they'll be using?
- When (how long after the treatment is administered) should the outcome be measured? Should the outcome also be measured before the treatment is administered (i.e. at 'baseline')?
- Are there other variables or covariates of interest?
- What kind of variables are they (binary, categorical, continuous)?
- How do they propose the data being collected?

How do they want you to be involved? What are they looking for from you? Presumably some or all of the following. You probably should not answer these in the meeting; but instead get back to them later.

- Does the study design make sense and answers the objective(s)?
- How should they select a sample from the population? Be sure to find out
  - What population do they want to make a conclusion about?
  - Are there practical limitations to what is possible, or strata that you'd need to sample from?
  - Do they have inclusion and exclusion criteria for participants?
- How should they assign treatments to the subjects in the study? Be sure to find out
  - Are there strata that we should randomize within?
- What sample size do they need? Be sure to find out
  - How large of a change in the outcome would be clinically meaningful or important?
  - Are there practical limitations to the sample size that is possible?
  - If possible, how variable is the primary outcome? Perhaps you would recommend measuring it in duplicate or triplicate.
  - Have they done a pilot study from which you can estimate the standard deviation?
- How do you propose to analyze the data?

Discuss how your two teams will work together and communicate in between the formal meetings.

- You may want to have one person from each team be the designated "point person" or you may want to communicate to all members at the same time.
- You may choose how to communicate – phone, e-mail, video chat, etc.
- When/how will you decide if you will hold the second meeting?

### End

- Briefly summarize the meeting discussions and the next steps.
- Who will do what, and when?
- Determine when your next meeting or communication is, and as needed, finalize meeting 2 plans