

Name of Committee/Activity/Meeting

MINUTES

XXXX, 20XX

XX:XX AM – XX:XX PM

MEETING ROOM
STREET ADDRESS/BUILDING NAME

| | |
|----------------------------------|--|
| CHAIR | |
| SECRETARY | |
| ATTENDEES | |
| MCGILL CPD REPRESENTATIVE | |
| REGRETS | |

In compliance with the National standard for support of accredited CPD activities, being a member of the Scientific Planning Committee (SPC) implies having significant involvement in the development, planning and implementation of the activity. As a result, the SPC must discuss key elements linked to organizing the activity:

AGENDA ITEMS

Discussion Points (several meetings may be required to discuss all key elements):

- Review and description of method used to assess Scientific Planning Committee members completed Col forms;
 - SPC discussion summary mandatory
- Strategy used to manage potential or real conflicts of interest; [Acceptable Strategies to Mitigate Col](#)
 - SPC discussion summary mandatory
- Needs assessment - Identification of the educational needs of the intended target audience;
- Learning objectives;
- Selection of educational methods (delivery of program);
- Evaluation outcomes from previous year(s) accreditation period (if applicable);
- Content development;
- If funded, flow of funds;
- Selection of speakers, moderators, facilitators and authors;
- Review and description of method used to assess resource persons completed Col forms (speakers, moderators, etc.);
- Strategy used to manage potential or real conflicts of interest; [Acceptable Strategies to Mitigate Col](#)
- Varia

| | | | |
|---------------------|---|-----------------|--|
| DISCUSSION | Agenda and previous minutes approval | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | |
| None | | | |

| AGENDA ITEM 1 | | NAME OF SPEAKER | |
|----------------------|--|------------------------|--|
| DISCUSSION | Review and description of method used to assess SPC completed Col forms | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | |
| | | | |
| | | | |

| AGENDA ITEM 2 | | NAME OF SPEAKER | |
|---------------|---|--------------------|----------|
| DISCUSSION | Strategy used to manage potential or real conflicts of interest | | |
| ACTION ITEMS | | PERSON RESPONSIBLE | DEADLINE |
| | | | |
| | | | |

| AGENDA ITEM 3 | | NAME OF SPEAKER | |
|---------------|--|--------------------|----------|
| DISCUSSION | Needs assessment - Identification of the educational needs of the intended target audience | | |
| ACTION ITEMS | | PERSON RESPONSIBLE | DEADLINE |
| | | | |
| | | | |

Add as many agenda item boxes as needed

| VARIA | | NAME OF SPEAKER | |
|--------------|--|--------------------|----------|
| DISCUSSION | | | |
| ACTION ITEMS | | PERSON RESPONSIBLE | DEADLINE |
| | | | |
| | | | |

| | |
|----------------|--|
| FUTURE MEETING | If available, give the date, time, and location of the next meeting. |
|----------------|--|