

**Basic Science Working Group**  
**Friday September 12, 2025**  
**Approved Minutes**

**Attendance:** Elena, Hanne, Alan, Sue-Ann, Joanne L., Denis, Meghan, Janis, Andrew, Deniz, Desmond, Tom, Debbie

**Virtual Attendance:** Rineke, Joanne S-G

**Regrets:** Kelly, Ritu, Richard, Todd

1. Welcome

- Dr. Stelfox opened the meeting with a land acknowledgement and welcomed all members of the working group.

2. Confirm agenda & approve minutes

- Agenda for today's meeting was approved.
- Minutes of the 13 June 2025 meeting were formally approved.

3. External review – finalize approach

- The committee reviewed the schedule for the upcoming external review. The report from the external reviewers will be submitted to the Dean as soon as it is available with the goal of mid October.

4. Report – finalize edits & production plan

- The committee discussed the production plan for the final draft report. The third draft will be shared with members for review and refinement. The working group report is due to the Dean September 30, 2025.

5. Working group reflection & debrief

- The working group reflected and discussed lessons learned from the working group process.

6. Next steps

- Draft #3 of our report will be shared with the working group for input.
- The Dean will meet with this group at our final meeting September 19<sup>th</sup>.

**Schedule of meetings / commitments:**

Final Meeting: **September 19, 2025 1:30 – 2:30 pm**