1. **Roll Call – Members and Observers Present** (alpha order)

Michael Agard, [Paragon Solutions](http://www.consultparagon.com/); Jennifer Alpert Palchak, [CareLex](http://carelex.org); Peter Alterman, Sharon Ames, [NextDocs](http://www.nextdocs.com/company-info/about-us/); Aliaa Badr, [CareLex](http://carelex.org); Lou Chappuie, individual; Sharon Elcombe, [Mayo Clinic](http://www.mayoclinic.org/);; Junichi Ishida, [Fujitsu Limited](http://www.fujitsu.com/global/); Troy Jacobson, [Forte Research Systems](http://forteresearch.com/);; Peter Junge, [Beijing Suresen](http://www.sursen.com/english/contact.htm); Rich Lustig, [Oracle;](http://www.oracle.com/us/industries/health-sciences/overview/index.html) Chris McSpiritt, [Paragon Solutions](http://www.consultparagon.com/);; Jamie O’Keefe, [Paragon Solutions](http://www.consultparagon.com/); Alex Palinkash, [CareLex](http://carelex.org); Fran Ross, [Paragon Solutions](http://www.consultparagon.com/); Ayrat Sadreev, [SureClinical](http://sureclinical.com/); Catherine Schmidt, [Sterling Bio](http://www.sterlingbio.com/); Zack Schmidt, [SureClinical](http://sureclinical.com/);; Mead Walker, [HL7](http://www.hl7.org/).

1. **Approval of Minutes**

Approval was postponed for the minutes from the July 7, 2014 and July 21, 2014 meetings.

1. **Metadata Vocabulary (Phase II)**

The charter of the group was reviewed and the scope of the available vocabulary resources was outlined. The currently available resources for eTMF vocabulary include BRIDG, CareLex, Dublin Core, HL7, National Cancer Institute NCI Thesaurus, TMF Reference Model v2.0, and other academic, government or non-profit sources of clinical trial terms. 825 comments were posted to the draft standard. Comments to the draft standard that involve out of scope terms or definitions will be acknowledged and noted as out of scope, but no action needs to be taken at this time. Other, out of scope inputs can be considered for inclusion after the first version of the standard is released.

*Motion*: The OASIS eTMF Standard TC hereby accepts the contribution of the CareLex Draft spreadsheet of terms V1.03, and agrees to evaluate this input contribution

*Action:* The motion was made by Sharon Ames and seconded by Lou Chappuie and Mead Walker. The motion passes.

1. **New Business**

Due to Labor Day, Zack proposed moving the next meeting to 9/8/14. With no objections, the meeting was moved to Monday Sept 8.

1. **Proposed Meeting Agenda for September 8, 2014:**

Roll Call

Approval of Minutes

Metadata vocabulary edit proposal

(e.g.)Specification edit propoals

New Business

**Action Items from this meeting:**

1. Michael Agard reports that the deadline to submit abstracts or panel discussion proposals to the 2015 DIA annual meeting is 16 Sep2014.
2. Zack suggests completing the comment review process by Oct 17 with a TC vote on Oct 20.

Revise and publish the spec for additional public review by Nov 17 2014.

C. Members with issues for the TC to address are asked to please post them to the eTMF TC Issues List in preparation for meetings.

D. Members can forward agenda items to Zack at [zs@sureclinical.net](mailto:zs@sureclinical.net) .

Meeting adjourned at 10:30 a.m. PT (1:30 pm ET)

*Minutes submitted by Catherine Schmidt (secretary)*