Deliverable Reference: D5.3 part 3	Date: 01/02/2017
Title: # Meeting Minutes of the Consortium Steering Committees (jan 2016-jan 2017)	
Authors: Birgit Philips	
Contributors: CTC, CBAS, OPCI, OTO, VUA	
Type of Document: Restricted	

Project Title:
Supported Hearing in Elderly Citizens

Project acronym:
SHiEC

Contract No:
AAL-2013-6-065

A. Introduction

This document conglomerates the Meeting Minutes of the Consortium Steering Committees (CSC) held between January 2016 and January 2017.
Two CSCs have been held in this time frame:

1. 28.06.2016, OPCI, Houten, The Netherlands
2. 15.11.2016, Conference Call

As stated in the Consortium Agreement, the written minutes of each meeting are produced by the Coordinator which shall be the formal record of all decisions taken. A drafted version was send to all of its Members within 10 calendar days of the meeting. The minutes were considered as accepted if, within 15 calendar days from sending, no member has objected in writing to the Coordinator with respect to the accuracy of the draft of the minutes.

B. Meeting Minutes 28.06.2016

AAL-2013-6-065

Meeting Minutes

Supported Hearing in Elderly Citizens

28.06.2016

OPCI, Houten

Present:	Elke Huysmans (VUA), Cas Smits (VUA), Feike De Graaff (VUA), Mats Dotevall (CBAS), Linda Nasman (CBAS, via conference call), Lara Laurens (from 3PM onwards), Ann De Bolster (CTC), Filiep Vanpoucke (CTC), Birgit Philips (CTC)
Excused:	Paul Govaerts (OTO), Inge Doorn (OPCI), Obaid Qasi (CTC), Stefaan Lievens (CTC)

1. Action points

Partner	Action point	Date
CTC	Reminding all partners every two months on updating the SHiEC website (news, dissemination and WP to which you contribute)	01.07/01.09/01.11/ 01.01/01.03/01.05
All	Check out www.aalforum.eu and consider participation	asap
CTC	Register for Exhibition (3*2) AAL Forum	15.07.2016
CTC/OPCI	Video D4.2 on Youtube (after asking permission to Hennie) and on the SHiEC website and OPCI website	15.07.2016
BP	Birgit will set up a call in the beginning of September – AAL Forum	15.07.2016

BP	Setting up focus group with experienced CI users on MyHearing programme (drop1) by mid August 2016	15.07.2016
BP	Sending mCR password and account to Elke	15.07.2016
VUA	Adding SHiEC (with link to the SHiEC website) on the VUmc website	01.08.2016
BP	Adding the writing of 2-3 lines on delivered work at the SHiEC website in the work instruction	01.08.2016
BP	Sending doodle for CSC5 (Mid November)	01.08.2016
Ann	Sending excel sheet tips and tricks to Elke	01.08.2016
CTC	Having SHiEC news in the ONICI and EuroCIU newsletter	01.08.2016
CTC	Focus of the end user should be improved on the website. BP will send out a text to all partners with a focus on Why + How this project can improve elderly recipients' lives (based on pentagram)	01.08.2016
All	Adding SHiEC website to LinkedIn profile (if you have one)	01.09.2016
CTC/VUA/CBAS	Adding screen shots/movies of tools (DIN (from Cas' his PhD), My Hearing Programme, Baha SmartApp) to designated sections of the website	01.09.2016
CTC	Adding DiaLog link on our website	01.09.2016
Ann	Have AAL logo on the SHiEC App	01.09.2016
All	Please do not forget to use the correct acknowledgments whenever communicating about SHiEC.	

2. Detailed meeting minutes

2.1 Welcome Mats and Linda

2.2 Action Plan

Please see the slides for an overview of all recommendations by the AAL, and the responses formulated in the Action Plan.

A1→ this work instruction works fine. BP will also include whether the due deliverable is restricted or public and whether a demo or report should be provided. Also the responsible partner of the WP shall add a short text (2-3 lines) on this deliverable on the website. This request shall be added to the work instruction by BP.

B1→ (1) Currently VUA and CTC have updated the "news" section on the SHiEC website. BP will send a reminder every two months to update the website to all partners. This includes updated the news section, the dissemination section and WP section(s) to which you contribute. (2) Currently the focus of the website is not the end user. This can be improved by adding videos of the project (uploading D4.2 by BP), adding screen images of the used tools (DIN, MyHearing Programme…) to the WP (VUA and CTC). (3) consider having the user focus sections in multiple languages.

B2→no further comments

B3→see comments B1

C1→ no further comments

C2→ no further comments

C3→ see B1

D1→ D5.4 foreseen M36. Filiep will align with EMEA, possibly re-using existing EMEA documentation.

2.3 Workpackage 1

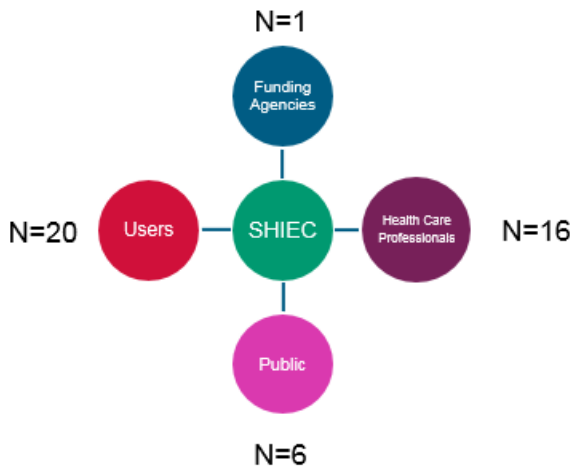### 2.3.1 Deliverables and additional reports

- **D1.2** System established to obtain and analyse datalogs and provide feedback (M9)
- **D1.5** Sound Processor diagnostics demonstrator (M12)
- **Additional Report 1** Focusgroups (M12)
- **Additional Report 2** Clinician's feedback on a beta version of the recipient portal (M12)
- **Additional Report 3** Counselling of CI users via an application: feedback from clinicians (M12)
- **D1.3** Study device ready for clinical evaluation (M15)
- **Additional Report 4** on the relationship between cochlear implant usage, age, and speech recognition outcomes, determined from data log information (addendum D1.2) (M16)
- **D1.1** Algorithm to detect own voice (M18)

- **D1.6** Implant diagnostics demonstrator (M21)
- **D1.4** Report on clinical evaluations (M24)
- **Additional Report 5** A pilot study on data logging (M24)
- **Additional Report 6** Baha Smart App - Evaluation of program icons (M24)
- **Additional Report 7** Use of the data logging feature in hearing aids and bone conduction hearing solutions (M24)

➜ Please note additional reports:
-are restricted unless otherwise specified
-delivered prior to the Midterm Review have been send to AAL
-delivered after the Midterm Review will be send to AAL on M36, as this was requested by AAL during the Midterm Review.

2.3.2 Dissemination

2.3.3 Tasks in WP1

Please see the attached slides for more information

CBAS_CSC4_WP1_W Agenda_28062016_
P4.pptx   CSC4_SHiEC_FINAL.p

2.4 Workpackage 3

2.4.1 Deliverables and additional reports

- **D3.1** Proposal of materials and testing methods (M6)
- **Additional Report 1** on remote testing of speech recognition (M14)
- **D3.2** User validation with the first version of the speech recognition tool on 10 users (M22)
- **D3.3** Version of the remote speech recognition tool with appropriate test settings, red flags and user feedback facility (M24)
- **Additional Report 2** Development of feedback to the user (M24)

2.4.2 Tasks in WP3

Please see the attached slides for more information

VUA_CSC4_WP3_28
062016.pptx

2.5 Work package 2

2.5.1 Deliverables and additional reports

- **D2.1:** Analysis report with use-cases, user interface mockups, specifications and content framework (M6)
- **D2.2:** Report with system architecture and design, system test plan and risk analysis (M18)
- **D2.3:** First prototype with test report (M24)
- **Additional Report 1** First prototype with test report (M24)
- **D2.4:** Final prototype ready (M36)

2.5.2 Tasks in WP2

Due to illness, Paul was unfortunately absent.

2.6 Work package 5

2.6.1 Deliverables and additional reports

- **D5.1** Website (M3)
- **D5.2** Dissemination plan and report of activities (M9, M21, M33)
- **D5.3** Minutes from consortium meetings (M9, M21, M33)
- **D5.4** Business plan (M18, M36)
- **D5.5** Mid term report (M18)
- **D5.6** Final report (M36)

2.6.2   Tasks in WP5

2.6.2.1   Project management

Please add your meetings on the internal pages: http://www.shiec.eu/display/SHIEC/Meeting+Calendar

2.6.2.2   Website and dissemination

-BP: having SHiEC news in the ONICI and EuroCIU newsletter

-Google analytics 01.02.2016-26.06.2016

Land	Acquisitie			Gedrag			Conversies		
	Sessies	% nieuwe sessies	Nieuwe gebruikers	Bouncepercentage	Pagina's/sessie	Gem. sessieduur	Doelconversieratio	Behaalde doelen	Doelwaarde
	317 % van totaal: 100,00% (317)	72,24% Gem. voor dataweergave: 72,24% (0,00%)	229 % van totaal: 100,00% (229)	64,67% Gem. voor dataweergave: 64,67% (0,00%)	7,15 Gem. voor dataweergave: 7,15 (0,00%)	00:05:51 Gem. voor dataweergave: 00:05:51 (0,00%)	0,00% Gem. voor dataweergave: 0,00% (0,00%)	0 % van totaal: 0,00% (0)	US$ 0,00 % van totaal: 0,00% (US$ 0,00)
1. 🇧🇪 Belgium	100 (31,55%)	39,00%	39 (17,03%)	27,00%	17,03	00:15:07	0,00%	0 (0,00%)	US$ 0,00 (0,00%)
2. 🇬🇧 United Kingdom	72 (22,71%)	100,00%	72 (31,44%)	100,00%	1,00	00:00:00	0,00%	0 (0,00%)	US$ 0,00 (0,00%)
3. 🇺🇸 United States	33 (10,41%)	100,00%	33 (14,41%)	96,97%	1,03	<00:00:01	0,00%	0 (0,00%)	US$ 0,00 (0,00%)
4. 🇳🇱 Netherlands	31 (9,78%)	74,19%	23 (10,04%)	41,94%	8,29	00:04:31	0,00%	0 (0,00%)	US$ 0,00 (0,00%)
5. 🇨🇳 China	14 (4,42%)	100,00%	14 (6,11%)	92,86%	1,07	00:00:04	0,00%	0 (0,00%)	US$ 0,00 (0,00%)
6. 🇸🇪 Sweden	11 (3,47%)	18,18%	2 (0,87%)	18,18%	7,91	00:07:36	0,00%	0 (0,00%)	US$ 0,00 (0,00%)
7. (not set)	11 (3,47%)	100,00%	11 (4,80%)	100,00%	1,00	00:00:00	0,00%	0 (0,00%)	US$ 0,00 (0,00%)
8. 🇷🇺 Russia	10 (3,15%)	10,00%	1 (0,44%)	90,00%	1,10	00:00:20	0,00%	0 (0,00%)	US$ 0,00 (0,00%)
9. 🇮🇹 Italy	5 (1,58%)	100,00%	5 (2,18%)	80,00%	2,20	00:00:46	0,00%	0 (0,00%)	US$ 0,00 (0,00%)
10. 🇩🇪 Germany	4 (1,26%)	75,00%	3 (1,31%)	25,00%	6,25	00:23:55	0,00%	0 (0,00%)	US$ 0,00 (0,00%)

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Dit rapport is gegenereerd op 27-06-16 om 13:13:46 - Rapport vernieuwen

-Acknowledgements

Please do not forget to use the correct acknowledgments (see slide 56!) whenever communicating about SHiEC.

-Dissemination plan (summary)

Upcoming conferences?

- AAL forum St. Gallen (http://www.aalforum.eu/) 26-28.09.2016
- Euro-CIU Finland, 20-22.04.2017 (http://www.lapci.fi/euro-ciu17/)
- 3rd Internet and Audiology Conference (Louisville, USA http://www.internetaudiology.eu/2017) 27-28.07.2017
- ESPCI (Lisbon) 25-28.05.2017

Upcoming events?

- Adult Deafness in Europe 2016 (Ear Foundation)
  26.09.2016 (http://www.earfoundation.org.uk/education?day=26&month=9&year=2016)

-AAL Forum 26.09.2016-28.09.2016

→Please see the slides for detailed information or www.aalforum.eu

→We have agreed to be present at the AAL Forum with at least 3-4 participants.

→We have agreed to take part in the exhibition part of the forum. We will opt for the 3x2 table (CHF 2.300, including 1 entrance badge). CTC will register for the exhibition part.

→Birgit will set up a call in the beginning of September to further discuss what we will bring up (suggestions: doing a DIN test, CI and Baha info, large screen to present information).

→Also posters can be submitted

2.7 Work package 4

2.7.1 Deliverables and additional reports

- **D4.1** Design and architecture defined (M12)
- **D4.2** Counselling & Diagnostics prototype delivered (M21)
- **D4.3** Speech assessment and rehabilitation delivered (M30)
- **D4.4** Trial results for guidance and speech recognition from 20 users of the web based service (M36)
- **D4.5** Final demonstrator available (M36)

2.7.2 Tasks in WP4

2.7.2.1 Clinical evaluation with newly implanted CI users

-VUA aims for including 10 newly implanted CI users (inclusion rate = 2/month)

-METC submission will be submitted by end of the week (amendment, so possibly feedback is given by 15.07.2016)

-first drop of MyHearing programme will be available by Mid August 2016 (including datalogging and speech performance)

2.7.2.2 Clinical evaluation with experienced CI users

-questionnaires will be improved by end of the week

-Birgit and Lara will meet by the end of August to organize this evaluation

-Birgit will set up focus group with experienced users Mid August to gain more insight in their feedback on drop 1 of My Hearing programme

2.7.2.3 Evaluation of the Baha 5 Smart App (questionnaire)

Possible aim: *The primary objective is to investigate if the Baha 5 Smart App facilitates the adjusting of volume and change of programs in the Baha 5 Sound Processor and to evaluate which of the features in the Baha 5 Smart App that are used by elderly recipients.*

Methodology: Questionnaire (Survey Monkey)

Population: Elderly English-speaking individuals with a Baha 5 Sound processor, in possession of an iPhone with the installed Baha 5 Smart App.

2.7.2.4   Guideline tool for data logging (brochure)

2.7.2.5   Structure of websites (report)

C. Meeting Minutes 15.11.2016

AAL-2013-6-065

Meeting Minutes CSC5

Supported Hearing in Elderly Citizens

15.11.2016

Conference call

Present:	Elke Huysmans (VUA), Cas Smits (VUA), Feike De Graaff (VUA), Linda Nasman (CBAS), Paul Govaerts (OTO), Inge Doorn (OPCI), Ann De Bolster (CTC), Stefan Lievens (CTC), Filiep Vanpoucke (CTC), Birgit Philips (CTC)
Excused:	Obaid Qasi (CTC), Lara Laurens (OPCI), Mats Dotevall (CBAS)

3. Action points

Partner	Action point	Date
CTC	Reminding all partners every two months on updating the SHiEC website (news, dissemination and WP to which you contribute)	01.01/01.03/01.05
VUA	Adding SHiEC (with link to the SHiEC website) on the VUmc website	01.08.2016
Linda	check with Mats/Annelen whether we can provide the restricted additional reports under WP1 to all project partners	01.12.2016
Birgit	send these restricted additional reports to all project partners	01.12.2016
VUA	check feasibility of evaluating Dutch Rehab material during the SHiEC project	01.01.2016 (?)

Birgit	Bilateral meeting CTC-OTO will be planned to talk about the implementation of ASSE into the MyHearing App 2.0	01.12.2016
Birgit	Bilateral meeting CTC-OPCI will be planned to talk about the requirements for the MyHearing App 2.0	01.12.2016
Birgit	send a reminder to all partners to complete the Dissemination overview	20.12.2016
Birgit	Next CSC meeting will be scheduled mid April 2017. Checking feasibility of wrapping-up session (internally) in combination with an open session for Ci users/CI professionals interested in eHealth.	01.01.2017
All	Please do not forget to use the correct acknowledgments whenever communicating about SHiEC.	

4. Detailed meeting minutes

2.8   Welcome

Welcome back Inge!

2.9   Workpackage 1

2.9.1   Deliverables and additional reports

- **D1.2** System established to obtain and analyse datalogs and provide feedback (M9)
- **D1.5** Sound Processor diagnostics demonstrator (M12)
- **Additional Report 1** Focusgroups (M12)
- **Additional Report 2** Clinician's feedback on a beta version of the recipient portal (M12)
- **Additional Report 3** Counselling of CI users via an application: feedback from clinicians (M12)
- **D1.3** Study device ready for clinical evaluation (M15)
- **Additional Report 4** on the relationship between cochlear implant usage, age, and speech recognition outcomes, determined from data log information (addendum D1.2) (M16)
- **D1.1** Algorithm to detect own voice (M18)
- **D1.6** Implant diagnostics demonstrator (M21)
- **D1.4** Report on clinical evaluations (M24)
- **Additional Report 5** Use of the data logging feature in hearing aids and bone conduction hearing solutions (M24)
- **NEW: Additional Report 6** A pilot study on data logging (M24)
- **NEW: Additional Report 7** Baha Smart App - Evaluation of program icons (M24)
- **NEW: Additional Report 8** Accuracy of self-reported Baha sound processor use time (M29)

-Please note additional reports:

       -are restricted unless otherwise specified
       -delivered prior to the Midterm Review have been send to AAL
       -delivered after the Midterm Review will be send to AAL on M36, as this was requested by AAL
       during the Midterm Review

-Linda will check with Mats/Annelen whether we can provide the restricted additional reports under WP1 to all project partners [@Linda]. If so, Linda will inform Birgit, who will send these reports to all project partners [@Birgit].

-WP1 has been finished.

-see slides of WP1 (CBAS)

2.10 Work package 2

2.10.1 Deliverables and additional reports

- **D2.1:** Analysis report with use-cases, user interface mockups, specifications and content framework (M6)
- **D2.2:** Report with system architecture and design, system test plan and risk analysis (M18)
- **D2.3:** First prototype with test report (M24)
- **Additional Report 1** First prototype with test report (M24)
- **NEW: Additional Report 2** Evaluation of both prototypes A§e-Coala software and rehab app for Android platforms by CI-users, inclusive evaluation report (OPCI, May-September 2016)
- **D2.4:** Final prototype ready (M36)

2.10.2 Tasks in WP2

-VUA has send Dutch recordings to OTO

-OTO will deliver a Dutch and a Flemish version

-Evaluation of this Dutch version

-Is it feasible to include the Rehab section in the evaluation trial with the experienced users? Rehab section has not been included in the METC (submitted June 2016).

-is it feasible to include the Rehab section in an evaluation trial driven by VUA? This depends on VUA availability [@VUA to check whether this will be evaluated during the SHiEC project]

-See slides of WP2 (OTO and OPCI)

2.11 Work package 4

2.11.1 Deliverables and additional reports

- **D4.1** Design and architecture defined (M12)
- **D4.2** Counselling & Diagnostics prototype delivered (M21)
- **D4.3** Speech assessment and rehabilitation delivered (M30)
- **D4.4** Trial results for guidance and speech recognition from 20 users of the web based service (M36)
- **D4.5** Final demonstrator available (M36)

2.11.2 Tasks in WP4

2.4.2.1. MyHearing App (CTC/VUA)

-see slides for detailed information on the MyHearing App1.0 and the evaluations that will be conducted during the final phase of the SHiEC project.

2.4.2.2. Evaluation with newly implanted users (VUA)

-see slides for detailed information on the newly implanted study

2.4.2.3. Evaluation with experienced senior CI users (OPCI/CTC)

-see slides for detailed information on the experienced senior CI users

-Bilateral meeting CTC-OTO will be planned by [@Birgit] to talk about the implementation of ASSE into the MyHearing App 2.0. OTO would like to play around with the MyHearing App.

-Bilateral meeting CTC-OPCI will be planned by [@Birgit] to talk about the requirements for the MyHearing App 2.0

2.4.2.4. Questionnaire on Baha 5 Smart App (CBAS)

-see slides for detailed information on the Baha 5 Smart App Questionnaire (N=29). Questionnaire has been closed and data will be analyzed the coming weeks.

-CBAS will further work on datalogging and the possibility of in-App notifications the coming months.

2.12 Work package 5

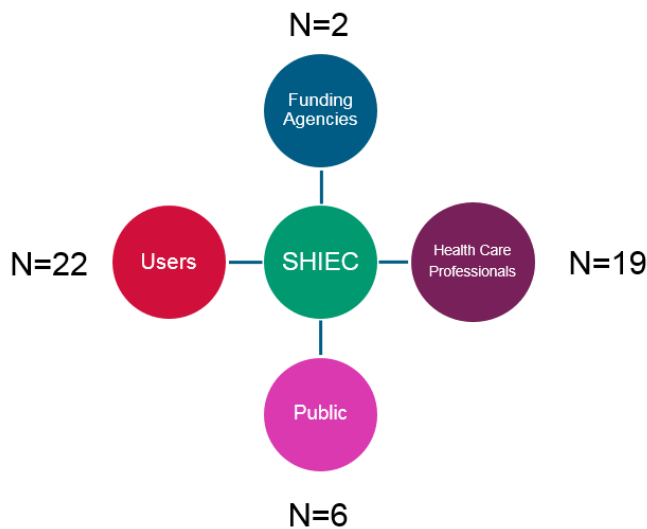### 2.12.1 Deliverables and additional reports

- **D5.1** Website (M3)
- **D5.2** Dissemination plan and report of activities (M9, M21, M33)
- **D5.3** Minutes from consortium meetings (M9, M21, M33)
- **D5.4** Business plan (M18, M36)
- **D5.5** Mid term report (M18)
- **D5.6** Final report (M36)

2.12.2 Tasks in WP5

2.5.2.1. Project management

Please add your meetings on the internal pages: http://www.shiec.eu/display/SHIEC/Meeting+Calendar

2.5.2.2. Website and dissemination

-New dissemination plan and report needed by Feb 17. [@Birgit] to send a reminder to all partners to complete the Dissemination overview http://www.shiec.eu/display/SHIEC/Dissemination+Overview

-Conferences and events: see slides

-Suggestion of Paul to invite a journalist of a magazine specialized in eHealth or Care for the Elderly to interview one of the participants in the newly implanted evaluation trial [@VUA to check feasibility]

2.5.2.3. Business strategy

-CTC will discuss eHealth within EMEA at the EMEA offices on 12.12.16.

-Filiep will reach out to OPCI and VUA to gain insight in their experience and suggestions towards business strategy after the evaluation trials.

2.13   CSC5

-currently no deviations from financial plan

-currently no deviations from DoW

-next meeting will be scheduled mid April 2017 by [@Birgit]. Suggestion by Paul to combine this wrap-up meeting with an open session for f.e. OPCI members or other clinicians interested in eHealth in Audiology.