

- Final review of main messages document will be prepared
 - Main messages document should be used in preparation of Letters of Introduction
- Presentations Folders
 - Communications Committee will research costs involved in preparation of Shanghai Health Study Folder to distribute at company presentations
- Web Site
 - Currently available to company members
 - Recruitment efforts spreadsheet will be posted and updated on the website

Next Steps

- Review of Timeline and Action Items
- Consortium Member Company Reps agree on December 9-10, 2002 meeting date in Washington, DC

Action Items

OWNER	ACTION ITEMS	DUE DATE	STATUS
Matt Todd	Forward 9/13/02 Meeting Action Items to Committee Members for review and comment	9/16/02	Done
Matt Todd	Get Bill Frick update (Rio) from Howard; forward to Recruitment Committee with minutes	9/18/02	
Matt Todd	September 13 th draft meeting summary to all committees for review and comment	9/18/02	
Matt Todd	Get API Board briefing document from Howard Feldman, forward to all committee members for review and comment	9/20/02	
Matt Todd	Create BHRC Recruitment Efforts spreadsheet and forward to all committees	9/20/02	
Matt Todd	Maintain Recruitment Efforts spreadsheet on website, forward in weekly updates	weekly	
All Committee Members	Forward Recruitment Effort updates to Matt Todd to incorporate in spreadsheet	weekly	
All Committee Members	Review Briefing Document, forward comments to Matt Todd	By 9/25/02	
Matt Todd	Set up recruitment conference call for review of Briefing Document to API Board	Post 9/25, pre 10/13	
Patrick Beatty	Work with Howard Feldman and Bill Frick as Recruitment Committee Representative in preparation of Board Meeting	Up to 10/13/02	
Patsy Clegg, Patrick Beatty, Don Burnett, Lynn Russo, Bill Broddle	Contact API Board Member to brief on study, inform of pursuit of contingency funds at Oct. 13-14 meeting	Up to 10/13/02	
Matt Todd	Voting at API Board Meeting, simple majority? inform committee members during Conference Call to review Briefing Document	ASAP	
Matt Todd	Set up post-API Board Meeting conference Call, October 17, 2002 at 12:00 noon EDT to discuss API Board results, discuss non-funding recruitment, Tier III recruitment deadline	Week of 10/7/02	
Carol Fairbrother	Draft document that defines roles and	mid-Nov.	