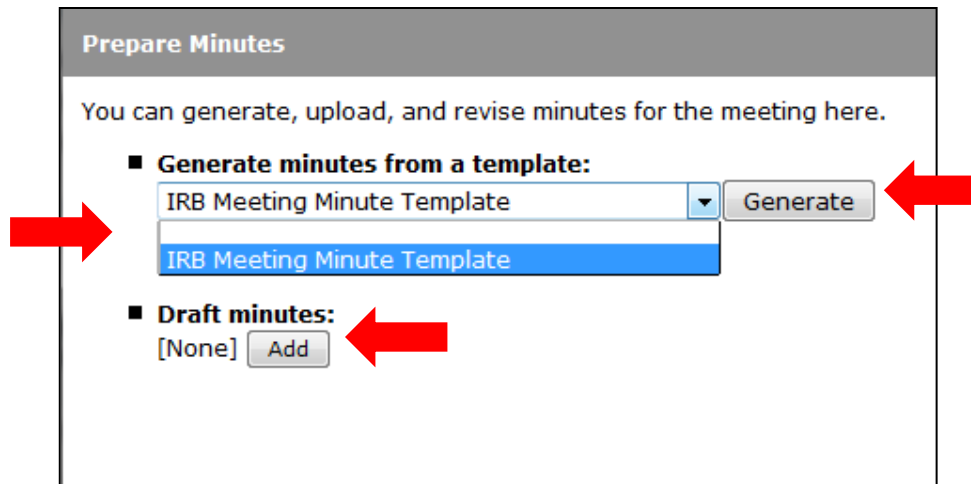


# Full-Committee Review - How to Record & Store Minutes

Record attendance, decisions, events, and notes:

- The Meeting Convened activity may be done after a meeting.
- Minutes are created as a Word document from information in the database and uploaded during the editing process.
- Minutes must be uploaded then assigned to the next meeting for review.
- Once minutes are accepted and updated, close the meeting and approve the minutes.



**Prepare Minutes**

You can generate, upload, and revise minutes for the meeting here.

■ **Generate minutes from a template:**

IRB Meeting Minute Template ▼ Generate

IRB Meeting Minute Template

■ **Draft minutes:**

[None] Add

The screenshot shows a web interface titled 'Prepare Minutes'. It contains a dropdown menu with 'IRB Meeting Minute Template' selected, a 'Generate' button, and a 'Draft minutes' section with a '[None]' button and an 'Add' button. Red arrows point to the 'Generate' button and the 'Draft minutes' section.

**Remember:** Correspondence cannot be prepared and sent to the investigator for a study until the Submit Committee Review activity is complete. This activity is not associated with the minutes.

