**{AgendaMinutesTitle} MEETING AGENDA/MINUTES**

**{date}**

**Via Teleconference Only *or* In-Person and via Teleconference**

**Beginning at {time} Eastern Time**

**Attendance and Conflict of Interest (COI)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | Name | Role | COI | | {#attendee}{name} | {role} | {coi}{/attendee} | |

|  |
| --- |
| **Total Voting Members: {CommitteeAttendeeCount}**  **Total Voting Attendees: {AttendeeCount}**  **Quorum:** 5 |

|  |
| --- |
| **Changes in Meeting Agenda and Review of Draft Minutes of Previous Meetings:**  {#Minutes}   * {minuteTitle}   **Estimated Time Frame**:  **Discussion:** {deliberation}  **Notes to Principal Investigator:**  **Action:** {decision}  {/Minutes} |

**Report of Items Reviewed Under Expedited Review Procedures – See attached listing**

**{#Studies}**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Study ID:** {StudyID} **Study Type:** {StudyType}  **Title:** {StudyTitle}  **Principal Investigator/Study Chair and Site:** {PI}  **Primary Reviewer:** {PrimaryReviewer}  **Assigned Reviewer: Name, Credentials**  **Assigned IRB Administrator:** {IRBAdmin}  **Deliberation:** {Deliberation}  **Decision:** {Decision}  **Notes to Principal Investigator:**  **Vote:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **For** | **Against** | **Abstained** | **Recused** | **Excused** | **Total** | |  |  |  |  |  |  |   **Risk Level:**   |  |  | | --- | --- | | **Minimal Risk** | **Greater than Minimal Risk** | |  |  | |

**{/Studies}**