

	<b>Peregrine Eye and Laser Institute</b>  <b>Institutional Review Board</b>
PELI-IRB SOP 26/05-0-2022	<b>SOP 26</b> <b>Preparation of Minutes of Meeting</b>
Version No. 5	
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Supersedes: Previous SOPs of the PELI-IRB	

## SOP 26 Preparation of Minutes of Meeting

### 1. Purpose

To describe the procedures for the preparation and review of the minutes of the IRB meeting

### 2. Scope

This SOP starts when the meeting is called to order by the Chair and ends after the adjournment of the meeting. The minutes include the date, time and venue of the meeting, the agenda, the attendees and the name of the person recording the minutes. The minutes should follow the order of the agenda with a summary for each item and the name of the person who presented it.

### 3. Responsibility

It is the responsibility of the Staff Secretary under the supervision of the Chair and Member Secretary to document the conduct of the meeting including all the discussions, decisions and recommendations made in accordance with the items in the agenda.

### 4. Process Flow/Steps

STEP	ACTIVITY	PERSON RESPONSIBLE	TIMELINE
<b>1</b>	Organize and make a document template based on the agenda and minutes	Staff Secretary	At least 3 days prior to scheduled meeting
<b>2</b>	Take the minutes	Staff Secretary	During the scheduled meeting
<b>3</b>	Review the prepared minutes	Member Secretary	Within 2 days after receipt from Staff Secretary
<b>4</b>	File all minutes in corresponding binder	Staff Secretary	Within the day after receipt from the Member Secretary

## 5. Detailed Instructions

**Step 1** The Staff Secretary makes a document template in preparation for writing the minutes during the meeting at least 3 days before the scheduled meeting.

**Step 2** The Staff Secretary documents the proceedings of the meeting as it progresses by writing directly to the prepared template. The Staff Secretary submits the minute file to the Member Secretary for review.

**Step 3** The Member Secretary reviews the minutes prepared by the Staff Secretary within 2 days after receipt of the documents to verify that it contains the following sections:

- Date and venue of meeting
- Attendance sheet
- Guests and observers if any
- Time when meeting was called to order
- Presiding officer
- Declaration of conflict of interest
- Discussion of items based on the meeting agenda
- Decisions and recommendations arrived at during the meeting
- Name and signature of the person who prepares the minutes

**Step 4** The Staff Secretary files the minutes in corresponding binder after receiving the reviewed minutes. This will be reviewed and approved in the next scheduled meeting by the IRB members.