



# Accessing and Reviewing Previous Minutes

## QUICK STEPS



- From the Manage Protocols window – click on **Meetings and Agenda** on the left-hand side of the screen.
- Select and click the upcoming meeting – the Agenda window shows up.
- From the agenda scroll down to the section that reads **Approval of (DATE) Minutes**.
- Click on the PDF to access the previous minutes. A pop-up window with the PDF comes up which you can scroll through. You can also download a copy of the minutes through the pop-up screen. Review minutes as per usual processes and raise comments in the meeting if clarifications and edits are needed.

### ALTERNATIVELY

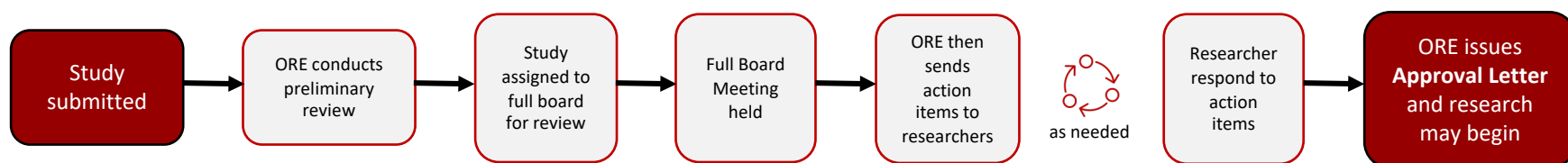
- Via **Meetings and Agenda**, navigate to the last meeting and click on it.
- The Completed Agenda of the previous meeting will open. Click on **Minutes Summary** in the right-hand window for the summary.
- You can click on **Print Minutes** where you can print and save the minutes.



- Scroll through the minutes – you can see the attendance list as well as the notes.
- You can also expand on each of the studies for more information and see the minutes of each study.
- If you have any comments on the minutes, make your notes and bring it to the REB meeting.
- Once you have reviewed the previous meeting minutes, click on the **Back** button on the top right to go back to the **Manage Protocols** window.

## APPROVAL PROCESS

For a typical above minimal risk study...



Check out our other quick guides



Delegated Review



Full Board Agenda



Full Board Minutes



Full Board Review



Delegated Summaries