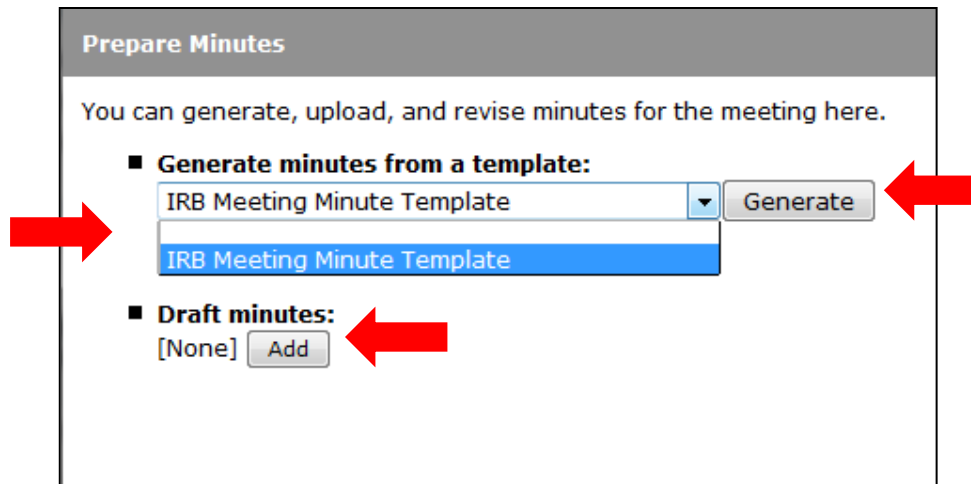# Full-Committee Review - How to Record & Store Minutes

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.

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.*