

Full-Committee Review - How to Set up Meetings

- Meetings should be created in the system, in advance of assigning projects to an agenda.
 1. Select “Meetings” from the shortcuts menu on the left of any workspace
 2. Select “Create New Meeting” and fill in details
- Best Practices:
 - If the IRB schedule is issued once a year, schedule meetings at the same time.
 - Have at least two meetings set up at a time, so that projects may be easily re-assigned to the next meeting, as needed.

The screenshot displays a web application interface for managing meetings. On the left, under "My Current Actions", there are two buttons: "Create New Meeting" (marked with a red circle containing the number 2) and "Create New Committee". Below these are links for "Submissions", "Meetings" (marked with a red circle containing the number 1), "Reports", "Library", "Help Center", and "IRB Settings".

The main content area is titled "Upcoming Meetings" and includes tabs for "Upcoming Meetings", "Past Meetings", and "Committees". A "Filter by" dropdown menu is set to "Name". Below the filter is a table of upcoming meetings:

Name	State	Loc
Harvard T.H. Chan School of Public Health meeting on 3/13/2015 2:25 PM	Scheduled	Nor MA
Harvard University-Area meeting on 3/23/2015 2:26 PM	Scheduled	Aus
Harvard University Faculty of Medicine meeting on 3/24/2015 2:25 PM	Scheduled	Hav

At the bottom of the table, it indicates "3 items" and "page 1".