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| **PI:** | **HRPO#:** |
| **Sponsor:** | **Site:** |
| **Protocol #:** |  |
| **Study:** |

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| **Meeting Date:** |

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| --- | --- |
|  | **Comments** |
| **Meeting with PI re:** |  |
| **Personnel Present:** |  |
| **Updated Enrollment Log:** |  |
| **IND Saftey Reports:** |  |
| **New SAEs:** |  |
| **AEs** |  |
| **Drug Supplies:** |  |
| **Study Supplies:** |  |
| **Lab Issues:** |  |
| **Queries:** |  |
| **Regulatory Binder:** |  |
| **Things to address at this meeting:** |  |
| **Follow up items from previous meeting:** |  |
| **Special things to do at this meeting:** |  |
| **Next Meeting:** |  |
| **Notes/Comments:** |  |