Clinical Trial Meeting Report - CT93

Meeting Date: September 20, 2025 Document ID: MTG-CT-93 Prepared by: Dr. Aisha Khan Location: Conference Room C

# Executive Summary

This comprehensive report details the proceedings of Clinical Trial Meeting CT-93, focusing on the respiratory trial CT-RESP-11. The meeting addressed critical aspects of patient recruitment, symptom monitoring, laboratory scheduling, and documentation compliance.

# Meeting Participants

 Lead Investigator: Dr. Aisha Khan

 Co-Investigators: Dr. Mehta, Dr. Sinha

 Support Staff: Trial Coordinators, Laboratory Technicians

# Key Agenda Items and Outcomes

## Patient Recruitment Status - Respiratory Trial CT-RESP-11

Current Progress: 35 out of 50 target patients successfully enrolled (70% completion rate)

Strategic Actions Implemented:

 Coordinators assigned to conduct targeted outreach at two local clinical facilities  Systematic reminder email campaign initiated for potential participants

 Timeline assessment indicates recruitment goals remain achievable within study parameters

Critical Analysis: The 70% enrollment rate demonstrates strong community engagement, though accelerated recruitment efforts are necessary to meet full enrollment targets within the designated timeframe.

## Patient-Reported Outcome Measures Review

Symptom Diary Analysis:

 Comprehensive review of patient-reported symptom logs conducted

 Patient P-20633: Documented mild cough symptoms with no progression to severe respiratory events

 Patient P-20634: Similar presentation with mild cough, maintaining stable clinical status

Clinical Significance: The mild symptom profile across monitored patients suggests favorable tolerance of the investigational intervention, with no safety signals requiring immediate protocol modification.

## Laboratory Operations Planning

Scheduled Experimental Procedures:

 September 21, 2025: Western Blot protocol implementation for protein analysis

 September 22, 2025: RT-PCR procedures for molecular diagnostics

 Preparatory Measures: Comprehensive consumables checklist completed and verified

Quality Assurance Measures: Laboratory technicians confirmed readiness of all equipment and reagents, ensuring seamless experimental execution.

## Documentation and Compliance Framework

Standards Reinforcement:

 Emphasis placed on precise and accurate data logging procedures  Patient sample storage protocols reviewed and reinforced

 Documentation integrity measures strengthened across all study phases

# Action Items and Accountability Matrix

|  |  |  |  |
| --- | --- | --- | --- |
| **Responsible Party** | **Specific Task** | **Deadline** | **Status** |
| Dr. Mehta | Database updates with new patient symptom logs | Immediate | Pending |
| Laboratory Technicians | Equipment and consumables verification | September 21, 2025 | In Progress |
| Trial Coordinators | Patient appointment confirmations | Ongoing | Active |
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Strategic Observations and Recommendations

## Strengths Identified:

* 1. Patient Safety: Excellent safety profile with only mild, expected symptoms reported
  2. Team Coordination: Strong collaborative approach among all study personnel
  3. Protocol Adherence: High compliance rates with documentation requirements

## Areas for Enhancement:

1. Recruitment Acceleration: Consider additional outreach strategies to meet full enrollment
2. Data Management: Streamline database update processes for improved efficiency
3. Sample Management: Continue emphasis on proper storage protocols to maintain sample integrity

# Risk Assessment and Mitigation

Low Risk Factors:

 Mild symptom profiles suggest minimal safety concerns  Strong team coordination reduces operational risks

 Robust documentation practices ensure regulatory compliance

Monitoring Requirements:

 Continue weekly assessment of patient symptoms

 Maintain vigilant oversight of laboratory procedures  Regular evaluation of recruitment progress

# Next Steps and Timeline

Immediate Actions (September 21-22, 2025):

 Execute scheduled laboratory protocols  Complete database updates

 Finalize patient appointment schedules

Follow-up Meeting: September 27, 2025  Review laboratory results

 Assess recruitment progress

 Evaluate any emerging safety signals

# Conclusion

Meeting CT-93 demonstrated strong progress across all key performance indicators for the respiratory trial. The combination of steady patient enrollment, favorable safety profiles, and robust operational procedures positions the study for successful completion. Continued focus on recruitment acceleration and documentation excellence will ensure optimal study outcomes.

Report Classification: Internal Clinical Research Document

Distribution: Authorized Study Personnel Only

Next Review Date: September 27, 2025