SMT Meeting Minutes

Product «$!{smtMeetingThTo.therapy.name}»

SMT Meeting Date

|  |  |  |
| --- | --- | --- |
| Ownership |  |  |
| Version |  | 1.0 |
| Authors |  |  |
| Approver |  |  |
| Release date |  |  |

**Place holder for e-signature**

# General Information

# SMT Members and Attendance

|  |  |  |
| --- | --- | --- |
| Core/Extended | Role | Name |
|  |  |  |
|  |  | «$!{member.name}»«#end» |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Agenda

# SMT Announcements and team updates

# Review of list of new and ongoing Safety Topics

# Review of safety topics from Signal Detection activities

........

# Other additional items

# SMT Announcements and team updates

|  |  |  |  |
| --- | --- | --- | --- |
| Enter any SMT Announcements or team updates below | | | |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

# «$!{topic.safety\_topic.name}»

Topic selected : «$!{topic.selected}»

**Discussion**

Free-text

### Conclusion

**Action**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Action description | | | Responsible | | Due by (date) |
| 1. |  |  | |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

«#end»