The following is an overview of changes introduced to eResearch Regulatory Management (eRRM) in release 3.5. It includes information for Core Committee Staff regarding enhancements to the Meeting Management functionality in eRRM. For more details, see the Managing Meetings Quick Reference (updated 6/9/2014).

**New Activity! Manage Meeting Documents**
- Use this activity to generate MS Word document versions of agendas, IRB Staff detailed agenda, and vote sheets. This activity can also be used to upload revised versions of these documents.
- Agendas and vote sheets generated using this activity also display on the newly added Documents tab in the Meeting Workspace. This tab is only available for Core Committee Staff.

**Agenda by Reviewer Form Enhancements**
Additional details have been added to the form, including:
- HIPAA details
- Sponsors
- Internal funding
- Open Issues
- Project Summary for initial applications
- SCR details
  - SCR enrollment tables
  - SCR survey data tables
  - AE/ORIO Summary
- Termination date (If SCR is a termination report)
- Adverse Event details
  - Description of Information
  - Investigator’s Response
  - Additional Information

**Edit Meeting Details Activity Enhancements**
Chair for Meeting, Quorum Present, and Quorum Total can now be entered using the Edit Meeting Details activity. This information also now displays in the Meeting Workspace.

**Items to Process Tab Enhancements**
A new column has been added to the Items to Process tab in the Meeting Workspace. This column provides an Execute Activity option, allowing Core Staff to run activities without having to open the submissions. Once the Record Committee Decision activity has been run on a submission, it is cleared from the Items to Process tab.

**Meeting Email Notifications**
Email notifications for meetings will now include a downloadable MS Word version of the agenda and a list of confirmed attendees and those who declined.

**Miscellaneous Workspace and Activity changes**
- Edit Confirmed Attendees activity is now named Edit Attendance
- Generate Printable Meeting Minutes activity has been removed
- Add-Remove Previous Meeting Minutes to Agenda activity is now available in all states, eliminating the need to roll back meetings to add them later.
- The display order of activities in the Meeting Workspace has changed
- Agenda Items now display at the bottom of the Agenda tab and all other information has been moved to the top
- The Created by field has been removed from the Meeting Workspace