

Research Project Logo (if applicable)

**[Research project name] Site initiation meeting – [site name]**

**[date, time and location]**

**Invited**:

**Also present on behalf of [Insert STUDY name]:**

**Agenda**

1. **Overview of protocol**

* Research project overview and objectives
* Participant recruitment
* Inclusion/Exclusion criteria
* Consent
* Randomisation
* Safety reporting requirements
* Discontinuation and withdrawal procedures
* Method(s) of participant’s identification

1. **Staffing**

* Review of Experience, Qualifications & CVs to be collected
* Delegation of tasks by PI
* Handover and training arrangements

1. **Data collection**

* [List of all CRFs to be included here]

1. **Readiness of facilities e.g. pharmacy, laboratories, equipment**

* [List of all required facilities to be included here]

1. **Ability to conduct and complete research project recruitment**

* Timelines – Recruitment Plan
* Sufficient time to conduct project

1. **AOB**