

ADVISORY BOARD MEETING MINUTES

CLIENT PROFILE: A Spain-based consulting agency working with a leading pharmaceutical company which held an advisory board meeting with top researchers and clinicians.



OBJECTIVES

To produce a **comprehensive and accurate** set of minutes from the **advisory board meeting**, outlining **key decisions** and **action points**.

APPROACH

1. Preparation: Reviewed the support materials and researched the attendees, their expertise, and the agenda topics to anticipate the flow and depth of discussions.

2. Attendance: Attended the meeting in person, recording the audio and taking notes on salient points, decisions, action items, and attributing responsibilities.

3. Drafting: Drafted a detailed report, ensuring all essential details were correctly noted. Each agenda item was summarized, capturing the fundamentals of the discussions, decisions, and follow-up actions.

4. Collaborative Review: Shared the draft with the client, incorporated feedback, ensuring alignment with their perspective, and communication of the essence of the advisory board's insights.

5. Finalization: Made further refinements, leading to the finalization of the document.

BENEFITS

1. Insightful Documentation

The client now has a comprehensive report, capturing the expertise of leading figures in the field.

2. Guided Strategy

The pharmaceutical company can make informed decisions on navigating disease burden challenges and improving treatment access.

3. Strengthened Reputation

Demonstrated the value of in-depth medical writing, potentially leading to further collaborations with the client and advisory board members.

AT A GLANCE

CHALLENGES

- Capturing the discussions surrounding the intricate topics of disease burden and treatment access.
- Ensuring that the documented minutes resonated with the perspectives of both the pharmaceutical company and the advisory board.

BENEFITS

- Clear, comprehensive record of a significant meeting, facilitating future strategic actions.
- Strengthened communication among internal teams and external stakeholders.



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