

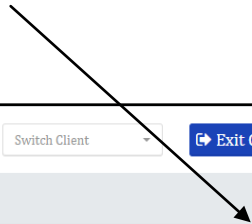
### Committee Meeting Minutes preparation

You can now prepare the minutes and related documents with this dashboard. You have to enter certain inputs relating to the meeting and your documents will be available for view and download.

You may create your documents by following these simple steps:

Client ⇒ Compliance Manager ⇒ Meeting ⇒ Committee Meeting ⇒ Click on 'Add Meeting'  
⇒ Fill necessary details and submit.

**Add Meeting**



The screenshot shows the Comply Relax web application interface. On the left is a dark sidebar with navigation items: Masters, Meetings, Corporate Actions, Compliance Tracker, Associated Company, Annual Filing, Reports, and Do's & Dont's. The main content area has a breadcrumb trail: Home / Meeting / Committee Meeting. In the top right corner, there are buttons for 'Switch Client' and 'Exit Company'. Below the breadcrumb is a '+ Add Meeting' button. The main heading is 'Meeting Records'. There is a search bar with the text 'Search:'. Below the search bar is a table with the following columns: #, Financial Year, Name of Committee, Notice Date, Meeting Date, and Action. The table is currently empty, with the text 'No data available in table' centered below it. At the bottom left of the table area, it says 'Showing 0 to 0 of 0 entries'. At the bottom right, there are 'Previous' and 'Next' navigation links.