

Meeting Overview			
Meeting Title	T733/T817 Eakin Healthcare Consultancy Retainer – Client project checkin for TF24		
Meeting Date	17 th June 2026	Meeting Location	MS Teams
Objective & Participants			
Objectives of the meeting	Review status of TF24		
Participants	Trinzo: Colm O'Rourke (absent) Jacqui Fox David Didsbury	Client: Grace McGroogan(absent) Rebecca Gill Patrick Stewart (absent) Jonny Dobbin (absent) Adil Kauim	Kevin Beattie (absent) Andrew Kane (absent) Christina Cargan(absent) Ciaran Ryan Claire Doherty (Absent) Luke Speers (absent) Janine Thomas Abby Lennon(absent)

TF24 tech file remediation is ongoing Meeting Minutes																			
Tracker Status	SGS has approved the end of August submission date – with review planned for Nov'26. <table> <tr> <th></th><th>17th June</th></tr> <tr> <td>Blank</td><td>0</td></tr> <tr> <td>0%-19%</td><td>23</td></tr> <tr> <td>20%-39%</td><td>10</td></tr> <tr> <td>40%-59%</td><td>57</td></tr> <tr> <td>60%-79%</td><td>13</td></tr> <tr> <td>80%-99%</td><td>40</td></tr> <tr> <td>100%</td><td>4</td></tr> <tr> <td>Total Docs</td><td>147</td></tr> </table> Table representation of current status of progress on documents. Slight progress improvement. Status report also update to reflect progress by owner. Sharepoint alert facility has been disabled by MS –Eakin team please drop us an email to let us know that files have been uploaded for review to ensure these are not missed.		17th June	Blank	0	0%-19%	23	20%-39%	10	40%-59%	57	60%-79%	13	80%-99%	40	100%	4	Total Docs	147
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Key Priorities	RISK and SW Contract Manufacturing/Sub Contractors Usability																		
Technical File summary document	Rebecca is actioning the feedback from Colm and Louise to close out.																		
Risk	Risk Mgmt Plan – Rebecca has reviewed David's feedback and has requested David to check the updates. Rebecca working on updating the risk matrix. Ongoing updates to the risk/hazards for Cybersecurity from the USB port – Rebecca and Andrew working to review risk and mitigation options.																		

SW	Alarms – PRIORITY 1 : Andrew has completed the changes to all 3 parameters for the Alarm coding change. One slight issue remains around the mute button behaviour – Andrew reviewing. Next steps are for clinical and usability to review the changed alarm sound/flash/colour. Languages – PRIORITY 2: Andrew has completed the test of the SW to accept 12 additional languages – proven memory capacity. Full translations received – Andrew currently making the change for the fully translated files including the symbol updates for Greek, Arabic and Vietnamese. Change request has been raised and will be reviewed by Eakin team this week.
Electrical Compliance testing	All of the Electrical compliance testing will now be completed in house by Andrew – to being this week. Completion timeframe is expected 2nd last week of July. David will then need to review the test results for completion of the final deliverables.
Sub Contractors/Contract Manufacturing	Lorna provided a summary of missing documentation. Team reviewing gaps to provide justification. Will be finalized once Christina returns from holiday. She will followup with Louise after.
Usability	Both usability specifications are complete Adil has completed the task analysis including input from Alan and Abby to clarify critical tasks. Next task to plan and execute the study. Rebecca also confirmed the formative study is likely to be ready post MDR submission in August – Team will use the Aug to Nov time to get everything updated. Adil updating all associated documents based on activity progress.
Other key areas	<u>Process Maps</u> ONGOING Chirstina has completed the review. Call planned with Kevin and Christina (when she returns) to finalise. <u>Marketing</u> Ongoing review of brochures and related materials to ensure completeness. <u>Accelerated Testing</u> AT scheduled end date Week 3 July – On track. <u>Biocomp Testing</u> Rebecca currently reviewing Louise’s feedback on Biocomp with some updates shared with Chorley as a result. Biocomp testing will be managed by Chorley. <u>PMS</u> David has reviewed the PMS and added comments – Sent back to Ciaran for review – he will integrate once TF03 submission is complete(end of this week).
TF03 MDR Findings	Submission due 21st June

Next steps		
<i>Actions</i>	<i>Owner</i>	<i>Deadline</i>
Review Rebecca's updates to the Risk Mgmt Plan	David	22 nd June '26
Clinical and usability review of the Alarm changes	Andrew	26 th June '26
Subcontractor spreadsheet to be completed – justifications	Rebecca and Christina	26 th June '26

