**Student-Staff Committee**

Programme:

Year/Cohort(s):

**Date:**

**Location:**

**Attending:**

**Apologies:**

**Minutes**

1. Apologies for absence

*[Secretary to add minutes under each item].*

**ACTION** *[Secretary to add actions in this format].*

1. Approval of the minutes of the last meeting
2. Action Tracker update

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Issue***Record a brief summary of the issue identified* | **Action agreed***Record a brief summary of the proposed solution and actions agreed* | **Responsible***Record the name of the person who has agreed to take the action* | **Deadline***Record an agreed deadline by which the action should be completed* | **Status Update***Record any appropriate update or ‘Complete’ if completed* |
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*[Secretary should copy over the Student-Staff Committee Action Tracker from the previous meeting minutes and add a status update column]*

1. Feedback from student representatives
2. Items to be referred to other committees or teams
3. AOB
4. Date of next meeting

**Student-Staff Committee Action Tracker**

|  |  |  |  |
| --- | --- | --- | --- |
| **Issue***Record a brief summary of the issue identified* | **Action agreed***Record a brief summary of the proposed solution and actions agreed* | **Responsible***Record the name of the person who has agreed to take the action* | **Deadline***Record an agreed deadline by which the action should be completed* |
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**Summary of additional actions from the meeting**

*[Secretary to copy and paste any actions recorded in the minutes in a list here for ease]*

**ACTION** *[Secretary to add actions in this format].*

**ACTION** *[Secretary to add actions in this format].*

**ACTION** *[Secretary to add actions in this format].*