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| [Meeting Title] | | | | | |
| [Pick the date] | | Time: | Location: | | |
| Meeting called by | School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Staff Panel | | | | |
| Chair: |  | | | | |
| Secretary: |  | | | | |
| Apologies: |  | | | | |
| Attendees: | (see sign in sheet) | | | | |
| Agenda item: *What was discussed?* | | | | | |
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| Does anything need to be done as a result of this discussion? | | | | Who will do it? | By when? |
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| Agenda item: *What was discussed?* | | | | | |
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| Does anything need to be done as a result of this discussion? | | | | Who will do it? | By when? |
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