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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?* |
|  |
| 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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