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Class Rep Meeting Minutes

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**Date 20/9/2016 Time 12-1PM Location SA Room**

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| Meeting called by |  Jarmila |
| Type of meeting | SA Team Meeting |
| Facilitator | Jarmila |
| Note taker | Jarmila |
| Timekeeper |  |
| Attendees | Jarmila Slodyczka (JS)Angela Reilly (AR)Michael Allan (MA)Kasia Katarzyna (KK)Sarah Kerr (SK)Gary McDowall |

## **Agenda topics**

1. **Team Welcome/ Update/ Check minutes from last**

 **meeting for accuracy.**

 **2. Welcome new Vice President’s**

 **3. Class Reps elections**

 **4. VP’s surgeries**

 **5. Fresher’s Fair**

 **6. Healthy Body Healthy Mind Award**

 **7. Any other Business**

Agenda Item 1

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| Discussion |  Team was welcomed to meeting. Minutes from the last meeting will be check for accuracy next week. |
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| Conclusions | All agreed. |
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| Action items | Person responsible | Deadline |
| JS to write agenda for next meeting |  Jarmila | 23.09.2016 |
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| Agenda Item 2 |  |
| Discussion | Special welcome to our new Vice President Gary for computing and engineering. |
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| Conclusions | Team welcomed Gary and gave him information about Student Association, what is our action plan for this month. |
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| Action items | Person responsible | Deadline |
| Welcome Gary  | Team  | 20.09.2016 |
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Agenda Item 3

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| Discussion | Class Reps elections  |
| Vice presidents are going around classes and electing class reps.  |
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| Conclusions | Continue electing class reps  |
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| Action items | Person responsible | Deadline |
|  Class reps elections | Vice Presidents | 04.10..2016 |
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Agenda Item 4

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| Discussion | VP’s surgeries |
| Most of our Vice Presidents had confirmed their surgeries times and locations. New Vice President has to confirm his surgeries times and location next week. |
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| Conclusions | New Vice President will confirm his surgeries times and location. |
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| Action items | Person responsible | Deadline |
| Surgeries times and location | Gary | 27.09.2016 |
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Agenda Item 5

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| Discussion | Fresher’s Fair – Team is very pleased with our Fresher’s fair it was a great successful event.  |
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| Conclusions | Michael will collate and analyze data from a student survey and will update a team about his findings. |
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| Action items | Person responsible | Deadline |
|  Collate and analyze data from a student survey | Michael | 27.9.2016  |
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| Agenda Item 6 |  |

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| Discussion | Healthy Body Healthy Mind Award- Sarah registered us for healthy body healthy mind award |
| Healthy body healthy mind team will try to get for our college 5\* award. |
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| Conclusions | Jarmila will go around college and find out how many steps you make to walk from building to building.  |
| Angela will find out if canteen could sale a fruit salad once a month for 50p |
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| Action items | Person responsible | Deadline |
| Steps around college | Jarmila | 27.9.2016 |
| Fruit salad for 50p | Angela | 27.9.2016 |
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Any other Business

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| Other Comments | N/A |
| Special notes |  |

All Actions

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| Action items | Person responsible | Deadline |
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