**Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­**

**Chair/Organiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Question** | **Comment** |
| What are the exceptional circumstances that make the meeting necessary before 9.30 am or after 4.00 pm? |  |
| Have you reconsidered the need for the meeting, the venue (as travel times between campuses are important), the length of the meeting and its frequency (ie could shorter meetings be held more frequently)? |  |
| Are all meeting members including those in more ‘junior’ grades and in all staff groups (including the meeting’s administrative support staff) equally empowered to comment on and request amendment of the meeting times? |  |
| How does the meeting attract new members? Might the advertised meeting times preclude the involvement of potential participants who do not currently attend? |  |
| Is it possible to rotate the days of the week on which the meeting is held? |  |
| If the meeting is a training session, is it possible to run this again between 9.30 am – 4.00 pm as well? |  |
| Is it possible to provide Skype/video-conferencing access for attendees? |  |
| Is it possible to record the meeting for those not able to attend? |  |