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| University of Nottingham logo transparent PNG - StickPNG | A logo with blue and green text  Description automatically generated |

**Student Staff Forum Action Log**

Department/School:

Term/Year:

Meeting Date:

Attendees:

This template is to be used by Senior Course Reps and University Staff to identify feedback from the wider Student cohort.

Any feedback identified as immediately actionable should be signed off by relevant Senior Course Reps and/or staff and remain on the template.

Any unactioned feedback should be added to the Student Staff Forum agenda for the purposes of collaboration within these meetings to reach a satisfactory outcome.

**Please download or save a copy of this document. Please name the copy in the following format *SSFAL-Department-Term-Year***

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| **Item of Feedback** | **Actioned/Take to SSF** |  | **If taking to SSF which staff member/team is required** | **If actioned or not actionable please provide details** |
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