

Agenda

[I1st August 2024] [Version 1]

[Insert School/Dept name and Meeting Title]

|  |  |
| --- | --- |
|  |  |
| Attending | Insert list of attendees, alphabetically by surname |

|  |  |
| --- | --- |
| Apologies | Insert list of apologies received, alphabetically by surname |

[Insert Meeting Date and Location]

|  |  |  |
| --- | --- | --- |
|  | **Agenda Item** | **Lead** |
| **1.** | **Welcome, introductions and apologies** |  |
|  | **Review of action log from previous meeting** 3.1  3.2 |  |
|  | **Matters arising** 4.1  4.2 |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Any Other Business (AOB)** |  |
|  | **Date of SSF meeting:** |  |