Minutes

#### Meeting: <enter details here>

#### Date and time: <enter details here>

#### Location: <enter details here>

In attendance:

Student Members

<enter details here>

Staff Members

<enter details here>

#### Apologies:

#### <enter details here>

**Actions Log**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Theme** | **Minute Reference Number** | **Action***Please add here the person/team you have communicated with to resolve the action* | **Action Owned By** | **Due Date** | **Has this been communicated to students?***Please note how this has been communicated to students* |
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# Chairs’ Introduction.

# Apologies.

# Minutes and actions.

Considered and approved: the minutes of the previous meeting which took place on xx/xx/xxxx.

Received and noted: the actions from the previous meeting.

*Matters arising and chair’s actions to be detailed in full in terms of what was noted or approved by a chair.*

# Declarations of interest.

Noted: the declarations of interest

OR

No declaration of interests were received.

# Update from Library and iSolutions.

# Please find links to reports here: [Library](https://sotonac.sharepoint.com/teams/UoSStudentVoice/Shared%20Documents/Forms/AllItems.aspx?ga=1&OR=Teams%2DHL&CT=1692883680069&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMzA3MDMwNzM0NiIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D&id=%2Fteams%2FUoSStudentVoice%2FShared%20Documents%2FStudent%20Staff%20Liaison%20Committee%20Meetings%20%28SSLC%29%2FProfessional%20Services%20Reports%2FLibrary&viewid=e9e28d0a%2D5a70%2D4376%2D8dd2%2D34614c5614a1) / [iSolutions](https://sotonac.sharepoint.com/teams/UoSStudentVoice/Shared%20Documents/Forms/AllItems.aspx?ga=1&OR=Teams%2DHL&CT=1692883680069&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMzA3MDMwNzM0NiIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D&id=%2Fteams%2FUoSStudentVoice%2FShared%20Documents%2FStudent%20Staff%20Liaison%20Committee%20Meetings%20%28SSLC%29%2FProfessional%20Services%20Reports%2FiSolutions&viewid=e9e28d0a%2D5a70%2D4376%2D8dd2%2D34614c5614a1)

# Items for Discussion.

In discussion, the following points were raised:

[list bullet points made in discussion].

# Any other business.

# Date of next meeting.

OR

# Review of this year’s SSLCs.

# Thank you and Any other business.