Name of School or Department

Unit name goes here

# UR Device OutlineSTUDENT-STAFF partnership group

**Meeting of the School of X SSP Group to be held on DATE at TIME in LOCATION.**

[Note: SSP Groups can adapt this list of suggested topics for discussion as appropriate.]

**topics for discussion**

1. Introductions
2. Apologies from members unable to attend
3. Notes from the last meeting including an update on the progress of action points
4. Feedback from the Board of Studies in response to matters raised by the SSP Group
5. Feedback from Course Reps
6. What is working well?
7. What is working less well?
8. Ideas for change
9. Key areas for discussion and working in partnership *(to be agreed in advance by staff and student members)*
10. Any Other Business *(could include Library, IT, Resources, Health & Safety, Technical Services, Support Centres, Academic Tutoring)*
11. Summary of agreed actions
12. Reminder - date of next meeting