

Meeting Minutes Template

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| **Date**  | 05/12/2023 |
| **Time** | 9am |
| **Platform** | Zoom |
| **Session** | Team Meeting |
| **Aim** |  |
| **Attendance** | Mira Bhatt, Christopher Clark, Clare, Alan Williams |

Discussion Points

* RS Updates coming soon, Lucy has created some updates about changes and additional signposting, which I will be adding to the SLOM soon.
* Regarding Food cases, please ensure that the cut off is 3pm and expectations should be managed after this time as they may not be supported this day. All options to be exhausted and no form until SU calls back to say they were supported.
* (Not sure if this was mentioned) We will be holding Meet & Greets this week for our next round of recruitment, 1st session with 7 attendees went well. Further sessions will be held this week with the final one taking place next Monday afternoon. Support Line focused training sessions will start as of January 10th onwards.
* Any questions about CMS, how do you feel about it. Have you had the chance to watch any videos?

Videos easy to follow

People may need support after go live

* Reminder about Tuesday evening Drop-in Session with Lucy & Helen

Actions

*(Bullet points and who is assigned to task)*

* *Create document for X,Y,Z –* ***NJ***