

Meeting with: Milena Radenkovic (Chair), Holger Schnadelbach, Pepita Stringer, Jon Garibaldi, Julia Cousens-Smith, Boriana Koleva Apologies: Rong Qu, Sarah Martindale, Graham Hutton Re: FMT		Date/Time/Location: 04.10.16, 1130, C1 Computer Science
ITEMS FOR DISCUSSION:		ACTION
1	<u>Points to note</u> <ul style="list-style-type: none"> The submission date for the final report is 28 November. The next external committee meeting is 3 November. JCS to invite Yorgos Tzimiropoulos, Adam Ke Zhou and Venanzio Capretta to join the group. MR to circulate School of Chemistry's report to all members. JCS to review and answer queries from HS. JCS to confirm layout of graphs and document format. 	JCS MR JCS JCS
2	<u>Tasks to be undertaken</u> <ul style="list-style-type: none"> Validate student data graphs and validate existing and identify new highlights with explanations – MR to undertake Validate staff data graphs and validate existing and identify new highlights with explanations – GH to undertake. JG to confirm with GH. Collate suitable photos to be used in the report and add these accordingly – SM and PS to undertake Editing non statistic data – HS to undertake 	MR GH/JG SM/PS HS
3	Deadline for document amendments: 19 October 2016 Date of next meeting: 20 October 2016	