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| **Meeting** | [TITLE] SSLC |
| **Date and Time** | DAY XTH MONTH YEAR, TIME |
| **Location** |  |

**Agenda**

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| **1.** | Welcome & Apologies for Absence | XX |
| **2.** | Minutes of Last Meeting | XX |
| **3.** | Matters Arising | XX |
| **4.** | Staff Update | XX |
| **5.** | Academic Rep Update | XX |
| **6.** | Actions of Meeting | XX |
| **7.** | Any Other Business | XX |
| **8.** | Date of Next Meeting | XX |