COMPANY NAME

MINUTES OF … MEETING

**Meeting held on 14 January 2024 between 9:00am and 11:00am**

**Agenda**

|  |  |
| --- | --- |
| **Time** | **Description** |
| 9:10am – 9:25am | Feedback on IT and Lab Matters |
|  | Feedback on Facilities Matters |
|  | Feedback on Postgraduate Matters |
|  | Feedback on Administrative Matters |

**Present :** Name of the Meeting Chair – Chair

**By Invitation :** IT Team

Name of the participants

**In Attendance :** Name of the attendee

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | | | **Action** |
| **1.0** | ***Confirmation of Minutes of the Previous Meeting*** | | |
|  | 1.1 | *The minutes of the previous meeting on 6 July 2023 was confirmed without further comments from the members.* | |
| **2.0** | ***Feedback on IT and Lab Matters*** | | |
|  | 2.1 | *A student has commented that some of the Mikrotik routers in UW 2-7 are faulty and the computers in UW 2-1 & UW 2-7 are slow. Ryan took note on this and would forward the feedback to the computer lab staff.* | Ryan |

The meeting ended with a note of thanks from the Chair.

Minutes confirmed by:

*Signature of the chair*

Chair: *Name of the chair*

Date: *Date of confirmation*

# Feedback on Action Items

|  |  |  |
| --- | --- | --- |
| **Item** | **Matters Discussed** | **Action Taken** |
| 2.1 | *A student has commented that some of the Mikrotik routers in UW 2-7 are faulty and the computers in UW 2-1 & UW 2-7 are slow. Ryan took note on this and would forward the feedback to the computer lab staff.* | Ryan has talked to lab technician to update the status of mikrotik router stock and will discuss with HOD on the needs to replenish the router. |