

# Personal Development Staff Meeting

---

**7<sup>th</sup> October 2015**

**12:00 – 13:00pm**

**Venue:** Main Library 1<sup>st</sup> floor – AV Room

## **Agenda:**

---

- Review of 1<sup>st</sup> academic week – students, timetables, institutes, etc.
- Communication procedures
- Attendance sheet template – short presentation by Andrew
- Personal Development: Our roots – presentation by Robert
- Queries, etc.