ETUG Meeting Action Tracker

Item No.	Action	Owner	Meeting Date	Updates/ Notes	Progress
**06.11.2019**				
11.	Attendees asked to have the July ETUG meeting on a later date than the planed 8th July. HS said that options will be circulated via Doodle Poll	PL	06.11.2019		Ongoing
10.	2020/21 exam requirements discussion around timeline to feature at next ETUG meeting	PL	06.11.2019	Next ETUG agenda	Ongoing
9.	PL to circulate guidance document to departments for feedback on how to create exam events in Celcat	PL	06.11.2019		Ongoing
8.	HS asked departments to get in contact with PL with any Exam TT policy comments or updates	ETUG	06.11.2019		Ongoing
7.	PL to request Summer 2020 exam requirements in mid-late November with early-December deadline	PL	06.11.2019		Ongoing
6.	PL to identity available departments' exam spaces for Horizons exams	PL	06.11.2019		Ongoing
5.	RA requested March exam requirements email to be re-sent. PL to send on.	PL	06.11.2019		Complete
4.	HS asked attendees to inform PL about any accessibility issues during exam periods	ETUG/PL	06.11.2019		Ongoing
3.	PL to email provide both GH and QTR guidance documents to all members ahead of Dec/Jan exam period	PL	06.11.2019		Ongoing
2.	PL to investigate additional whiteboards in Great Hall for Dec/Jan exam period	PL	06.11.2019		Ongoing
1.	PL to check latest College regulations and amend Exam TT Policy module references for next update	PL	06.11.2019		Ongoing

Actions that are Complete are noted as such, but remain on the tracker for the academic year, so they can be referred to if necessary.