

1. Apologies for absence
 - Jenny
 - Steve
 - Arti
2. Minutes of previous meeting for ratification as a true and accurate record
3. Matters arising from these minutes
 - 3.1 **1st Year Representatives Recruitment** – New 1st years; Harriet and Yvonne attended
 - 3.2 **"Pod cast on Professionalism"** - £25 incentive provided – Lucy and Mike volunteered
4. Reports from committee members
 - 4.1 **Sujo** – Regarding 4th year examinations, "Z" scores and more breakdown are to be provided.
5. Business
 - 5.1 **MSRC Jumpers-**
 - Hoodies, polo shirts, fitted and unfitted t-shirts to be made available. Logo for clothing decided by Medsoc and MSRC as "Hanging Sheep logo"
 - 5.2 **MSRC Website-**
 - Contact Phil or Brian with material for website
 - 5.3 **Undergraduate Academic Representatives –**
 - Aimmee Charnell to run for election, other candidate Mais Al-Hity (3rd Year)
 - See luonline website
6. Any other business
 - 6.1 **I+P Script Return** – scripts have been going missing outside Learning and Teaching office. A resolution to be sought.
 - 6.2 **Appraisals** – This week appraisals have been running. New online databases of formative and summative results have been instituted. Request for student access to this database has been submitted.
 - 6.3 **Fresher's Handbook** – Gwen and Harriet seek recommendations
 - 6.4 **Biscuit Purchasing** – Medsoc have been nominated by Jon as the future suppliers of biscuits.
7. Action Points
 - 7.1 **Freshers Week** – Email Saxon timetable
 - 7.2 **Committee Night Out** – 24TH May

