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| **UNIVERSITY OF EXETER**  **TEACHING EXCELLENCE MONITORING MEETINGS 2024**  \*Note-takers – If you would find it useful to record the meeting for note-taking purposes, you may do so either via Teams or using a recording device/phone. Please put a note in the Teams meeting chat and/or let the participants know in person: ***This meeting is being recorded for note-taking purposes only.*** | | | | |
| **Faculty:** |  | | **Date:** |  |
| **Department:** |  | | **Time:** |  |
| **Attendees:** |  | | **Note taker:** |  |
| **Agenda item 1: Introductory Remarks (Chair)** | | | | |
|  | | | | |
| **Agenda items 2 and 3:**  **TEAPs self-assessment progress update and Department best practice examples (including questions and discussion)** | | General notes: | | |
|  | | |
| **Actions** that need to be followed up after the meeting: | | |
|  | | |
| S**uccesses** and/or aspects of **best practice** discussed: | | |
|  | | |
| **Risks, issues or challenges** noted: | | |
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| **Agenda items 4 and 5:**  **Graduate attributes and future skills (including questions and discussion)** | | General notes: | | |
|  | | |
| **Actions** that need to be followed up after the meeting: | | |
|  | | |
| **Successes** and/or aspects of **best practice** discussed: | | |
|  | | |
| **Risks, issues or** **challenges** noted: | | |
|  | | |
| **Agenda item 6: Any Other Business** | | Any additional notes | | |
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