|  |
| --- |
| **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: |
|  |
| **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 |
|  |