

**Date:** Thursday 30 November  
**Time:** 18:00 – 20:00  
**Venue:** Room 642, IOE, 20 Bedford Way / Microsoft Teams

## Education Zone

### Agenda

**Chair:** Shaban Chaudhary, Education Officer

	<b>Preliminary Matters</b>	<b>Lead</b>	<b>Timings</b>
1.	Welcome and Introductions	Shaban Chaudhary	18:00 – 18:10
<b>Special Guests</b>			
2.	Personal Tutoring Review and SORAs	Kathryn Woods	18:10 – 18:45
<b>Officer Updates and Questions</b>			
3.	Education Officer	Shaban Chaudhary	18:45 – 18:55
4.	Equity & Inclusion Officer	Ahmad Ismail	18:55 – 19:00
<b>Matters for Discussion</b>			
5.	Presence of Faculty Reps	Edward (Rong) Zhou	19:00 – 19:15
6.	PhD Connect	Yasmin Garcia Sterling	19:15 – 19:30
7.	Student Officer Review	Jeff Saddington-Wiltshire	19:30 – 19:45
<b>Matters for Information</b>			
8.	Staff updates	Staff	19:45 – 19:50
9.	Outcomes from and inputs to UCL committees	Shaban Chaudhary	19:50 – 19:55
10.	Minutes from the previous meeting	Shaban Chaudhary	19:55 – 20:00
<b>Any Other Business</b>			
11.	Any Other Business	Shaban Chaudhary	

**Next Education Zone Meeting: 30/01/2024**