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| **ACCA Programme Minutes**  **December 2015 Session** | | |
| **Meeting Date / Time:** | | 15 February 20XX 09:30-11:30 |
| **Attendees** | | * Programme Leader * Lecturer AB * Lecturer MA * Lecturer FA * Lecturer LW * Lecturer SBL |
| **Apologies:** | | * Lecturer PM * Lecturer SBR |
| **Topic** | **Minutes and action points** | |
| **1** | Welcome   * Objective of meeting is to review December 20XX session of ACCA courses | |
| **2** | Course Structure and Delivery   * Discussion round the structure and delivery of the course * Any suggestions for changes | |
| **3** | Student Performance   * Student results were realised on 8th February 20XX * Discussions of pass rate analysis * Any resultant actions | |
| **4** | Retention   * Information on Retention discuss * Reasons for any student leaving * Any resultant actions | |
| **5** | Student Feedback   * Student feedback analysis discuss * Any trends highlighted * Any resultant actions | |
| **6** | Any Other Business   * Topic 1 * Topic 2 | |
| **7** | Summary of all actions from meeting and the person responsible | |
| **8** | Next meeting:  The date of the next meeting is 15 August 20XX | |