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