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| ASR Meeting Minutes - MBAA | 22 March 2018Meeting #2 2018 |

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| Attendees: | James B (PD), Freddy M, Suzie Q |
| Apologies: | Janis J |
| Minute Taker: | Suzie Q |
| Next Meeting: | 24 April 2018 – 11am – James’ Office (Suzie to send reminder) |

# Minutes

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| Agenda item: | UniSA website pages for MBAA Program are being updated. |

#### Discussion:

James advises new UniSA Program pages are being developed and will be launched soon.

Suzie suggested we create a link to a page for ASR contact and support information from the new MBAA pages so that students will know who to talk to about academic concerns/ideas.

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| Action Items: | Person Responsible: | Due by: |
| Discuss how this may be achieved with developer of new website pages and advise launch date  22/3 Can be done, launch is 23/06/2018 | James B | ~~22/03/2018~~  Complete |
| Group to email suggestions re content of page to Freddy M | All | 01/04/2018 |
| Organise meeting for ASRs to consider/ collate suggestions/design webpage | Freddy M | 15/04/2018 |
| Agree content and draft at next meeting and decide next steps | All | 24/04/2018 |

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| Agenda item: | *Brief description of topic* |

#### Discussion:

*Notes on discussion (context/background/decisions etc)*

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| Action Items: | Person Responsible: | Due by: |
| *What is to be done* | *Who has agreed to follow up* | *Date this action to be completed* |
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#### Discussion:

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# Other Information

#### Resources:

*Insert copies of documents etc. here as required…*