**Before**

Ask your classmates for thoughts on their learning experience.

Speak to other student reps.

Read any papers or previous minutes.

Add items to the agenda.

Send apologies to the meeting Chair or Clerk if you cannot attend.

Find out where and when the meeting is.

**During**

Give effective feedback – use the ABCD model from sparqs.

Be on time.

Sit where the Chair can see you.

Ask questions.

Take notes.

Support other student reps in the meeting.

**After**

Report back to classmates on what was discussed – closing the loop.

Check the minutes.

Complete any actions assigned to you

Follow-up on issues that you feel have not been resolved.

**Checking Understanding**

**Learning Objective:**  
Identify and practice some of the skills you will use as Student Rep.

For the tasks you will have to do before, during and after meetings, what models and tools will you use to help you?

1. How will you gather feedback from classmates before a meeting?
2. What will help you deliver that feedback at a meeting?
3. What will you tell your classmates after a meeting?
4. What will you do next if your issues are not fixed at a meeting?