Officer Report Template

Use this document for your reports to Union Exec, Council, GM and AGM Meetings.

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| Name: Gul-Reza Khan Tareen | Position: City Law School |
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| Issues | **Summary & Action Taken / Ongoing / Planned** |
| Lecture Capture | Action Taken  Spoken to LLB Programme Director about the issue.  Went to the LLB away day with VP-Education and Law Soc to speak to staff about implementing lecture capture.  Ongoing/Planned  Plan to pursue this issue and gain student support in order to get lecture capture implemented as soon as possible. |
| Mini-pupillage/work experience opportunity | Action Taken  Settled on idea of essay competition for Law students with the winner receiving a work experience opportunity.   Ongoing/planned Working with VP-Education on this matter. Emailing multiple firms. |
| Greater support system for new law students | Action Taken  Went to LLB induction talks for first years to make sure they were aware of all the support there for them including myself.  Ongoing/Planned  Welcome reception for Law Student reps |
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