**Digital leaders minutes**

**Date:** 22.11.2017

**Present:** Miss Rahman, Nina, Julia, Rohaan, Jawad, Samir, Matilde and Tosin

**Absent:** 0

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| **MINUTES** | **ACTION** |
| **AOB from last meeting**   * None | N/A |
| **Digital leaders supporting EY**   * Please remember to b punctual * Register on class Epping info board – please tick Monday and Tuesday when you go for EY support * Laptops – Matilde and Tosin have been nominated to ensure laptops have been put away neatly at the end of the sessions * NB: Laptops on the left hand side do not work and this has been logged * Stickers have been handed out to give to EY after completing tasks during sessions | Digital leaders to ensure they arrive on time and take stickers with them |
| **Library system**   * Digital leaders have been trained today to use the system | Teachers please ask digital leaders for support if needed |
| **Badges**   * Badges have arrived and handed out | Digital leaders to ensure they wear badges at all times |
| **AOB** |  |