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| Item  | Action  | Owner  | Update  |
| Carried over from August Campaigns Workshop  |
|   | Blog article about how to get to zero-waste / low-waste shopping around Cambridge and Chelmsford (e.g. markets, Re-Fill, Full Circle, Arjuna [maybe Daily Bread in Arbury? Although many students unable to get there])  | EL, IL   | Ongoing: Maps of these locations are being produced for each campus and then a video will be made   |
|   | Short proposal for a ‘hygiene rating’-style sustainability audit scheme  | SH, EL  | Ongoing  |
|   | Collaborate with Cambridge on carbon footprint app   | MS   | Ongoing  |
|   | Sustainability Week Plan / Sustainability Calendar  | Officers  | Ongoing: Sustainability Working Group has been created and can become a regular update on the agenda for future exec meetings  |
|   | Find out canteen plans for food waste  | RNG  | Ongoing: Meeting scheduled  |
|   | Updates from the Mental Health Steering Group  | FL  | Ongoing  |
|   | Investigation into mental health resources for Chelmsford students for signposting  | CS  | Ongoing: reviewing pathways available.  MIND is reverenced on our website   |
| Carried over from October Campaigns Workshop  |
|   | EL to share proposal and timeline for sustainability campaign / sustainability working group  | EL  | Ongoing: Has been sent to working group for approval  |
| New Actions: November Administrative Exec  |
| 2.1  | Get in touch with EH with any ideas around non-anonymous assessment solutions  | All  |   |
| 2.1  | EH to feedback any updates from the Assessment Review Panel  | EH  |   |
| 4.2  | Schedule a meeting with AB to discuss next steps regarding possible campaign around placements for international students  | RW/ER  |  COMPLETE |
| 4.3  | Communicate with the Officer team to coordinate timelines for campaign weeks in Feb to avoid a potential clash  | IW/Officers  |   |
| 5.2  | Contact OS if interested in participating in focus group (held on Dec 10th from 11:00-13:00) for Incubation Centre  | All  |  COMPLETE |
| 5.5  | Contact EL if interested in hosting any events during the virtual challenge series in December  | All  |  COMPLETE |
| 5.5  | Investigate IW involvement with Athena Swan and confirm membership to appropriate committees/groups  | EL  |   |
| 5.5  | Contact EL if interested in filming a tutorial in support of the accessibility campaign  | All  |   |
| 9.3  | Communicate with Exec Committee via email or Facebook group regarding No Detriment Policy to ask for opinions on the matter  | RW  |  Discussing during the January Workshop as there were no relevant updates previously - COMPLETE |
| 9.6  | Contact RW/ER to nominate charities to donate the NSS funds to  | All  |  COMPLETE |
| 9.7  | Communicate details of Mental Health Rep role as they become available  | RW  |  COMPLETE |