**Details**   
Meeting #: xxx  
Date: Biweekly Tuesdays in the even weeks  
Time: **12:30**  
Location: **Z-109**  
Minutes: Renée

Absent:

**Agenda**

1. Opening
   1. Adoption of agenda
   2. Minutes/action points (can be requested via [fc-et@utwente.nl)](mailto:fc-et@utwente.nl)
   3. Announcements
2. Standard topics for FC
   1. Student activities (Sasha/Bernd/Kirsten)
   2. Housing (Irma/Wieteke)
   3. Finance (Wieteke/Irma/Hanneke)
   4. Wellbeing (Laura/Floris-Luc)
   5. Research/education (Eli/Veerle)
   6. Communication (…)
3. UR/FR/DR Meeting update (Bernd/Kirsten)
4. Incoming documents (via ideabox, mailbox, FB etc)
5. Any other business
6. Closure

**Planning**  

|  |  |  |
| --- | --- | --- |
| **Subject** | **Who** | **Date** |
| x | Guest speaker | xxx |
| Contact FC ([fc-et@utwente.nl)](mailto:fc-et@utwente.nl) to receive schedule. |  |  |

**Action Points**

|  |  |  |  |
| --- | --- | --- | --- |
| **Nr.** | **Subject** | **Status** | **Who** |
| x | Changes over time |  |  |