**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)
	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) to receive schedule.  |  |  |

**Action Points**

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