[Day], [Date] at [Time]

[Location]

**Present:**

**Apologies:**

1. **Acknowledgement of Kaurna Land**
2. **Welcome and Apologies**
3. **Introduction and confirmation of Terms of Reference**
4. **Confirmation of actions and outcomes from the previous meeting**
5. **Discussion of the key quality indicators for the CQAG courses and the topics within them**
6. **Members’ contributions to support quality and continuous improvement of the courses and the topics within them**
7. **Discussion of structured summary reports provided by Topic Coordinators (at the request of the Chair)**
8. **Members’ recommendations to be included on the CQAG Brief Summary Report for the College Education Committee**
9. **Any other business**
10. **Next meeting**