**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** |  |