Action points MDSG	By who	By when	Complete / Notes
Member Support to look into the possibility of utilising the DORIS/DENNIS Member module on the intranet to include essential training information for Members	Member support		Ongoing
LF/MK to move action points into a table format	Layla Fowell	Next Meeting	Completed
MK to remove the local plan from January and replace with a finance session, look for alternative date for Local Plan	Marsha Kange		
MK to see if she can split the Licencing sessions as per the discussion	Marsha Kange	Next Meeting	Completed
MK to find out more details on what the training will provide, feedback to members before booking.	Marsha Kange	Next Meeting	Completed
· MK to put together a questionnaire and arrange a date for the training by the end of October.	Layla Fowell	End Of Jan	
· MK to organise a future training session on enforcement and licensing.	Marsha Kange	November	Completed
· MK to add a section to Members' News asking what training people would like in the future.	Layla Fowell	Covered in AP 7	
· LF to liaise with IT about how best to capture feedback as part of a virtual training session on Teams.	Layla Fowell		Have looked at MS forms, I can create a form and add a link into the Teams Chat for completion by attendees, we can insist they complete before we close the training.
LF to liaise with HR to see if a date acceptable to the DORIS system can be added for training that can't be backdated.	Layla Fowell	Ongoing	LF has asked Sharon Leeds if this would be possible
LF and MK to get future training dates added onto DORIS for members to book	Layla Fowell		
Review of Mandatory Training	TD/LF	May/June	