

There will be a meeting of the **SPACE MANAGEMENT GROUP** on **2 MARCH 2023 at 14.05pm – 15.25pm** via Microsoft Teams.

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BUSINESS

*DECLARATION OF INTEREST:*

*Any member or individual in attendance (including officers) who has a clear interest in a matter on the agenda must declare that interest at the meeting. Items for information will not normally be considered will be invited to do so at the meeting.*

**FOR DISCUSSION**

1. MINUTES

Minutes of the Space Management Group meeting held on 4 October 2022

 (enclosed)

1. MATTERS ARISING

Table of Actions SMG22/23:11

1. introduction to director of estates & facilities
	1. Re-Imagining Our Campuses in Aberdeen SMG22/23:12
2. TERMS OF REFERENCE
	1. Learning & Teaching Spaces Sub-Group SMG22/23:13
	2. Space Management Group SMG22/23:14
3. SPACE MANAGER UPDATE

Update from Gregg Wilkins, Space Manager:

* 1. Space Occupancy Records (Oral Update)
	2. Space Website Demonstration

1. SCIENCE TEACHING HUB – POST-OCCUPANCY UPDATE SMG22/23:15
2. TIMETABLING UPDATE

7.1 Draft Teaching Timetable & Room Booking Policy SMG22/23:16

**FOR INFORMATION**

1. SPACE PANEL UPDATE SMG22/23:17
2. DATE OF NEXT MEETING

The next meeting of the Space Management Group will be held on Thursday 1 June at 1.35pm -2.55 pm via Microsoft Teams.