

**Information, Advice and Support Kent**

**InformationAdvice and Support**

**Kent**

**Steering Group Virtual Meeting**

**11th May 2023 10:00 – 12:00**

Microsoft Teams meeting

[Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_NGRmMmMzY2YtYmMzNy00ODQyLTk0YTMtNThkY2I4MDQ1ZTEw%40thread.v2/0?context=%7b%22Tid%22%3a%223253a20d-c735-4bfe-a8b7-3e6ab37f5f90%22%2c%22Oid%22%3a%2250a8b482-6dbf-44f6-ae1a-6b8f306457db%22%7d)

Meeting ID: 370 890 138 766 Passcode: Sprf5N

**A G E N D A**

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| **Time** | **Item** |
| 10:00  | Welcome, introductions, apologies  |
| 10:10 | Minutes of previous meeting |
| 10:20 | Matters arising from previous meeting  |
| 10:30 | Re-election of Chair |
| 10:40 | Annual Report |
| 11:20 | Induction paperwork – discussion about mini video clips about the reason for being part of the steering group |
| 11:40 | Review of Terms of Reference |
| 11:50 | Any other business  |
| 12:00 | Finish  |