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| **Date of meeting:** |  | **File number(s):** |  |
| **Client name(s):** |  |
| **Name of supervisor:** |  |
| **Students present at the meeting:***(if different from the client meeting please note under the responsibility section)* |  |
| **THE FOLLOWING SHOULD BE ANSWERED BY MEMBERS OF THE SLF COLLECTIVELY** |
| **Summary of discussion** |  |
| **What was agreed in terms of action necessary on each case and who will carry out that action?***(if more than one SLF member is undertaking a task this should be clearly stated with a description of how you propose to conduct events)* | **Case Action Person(s) responsible** |