



**INTER-OFFICE MEMORANDUM**

**FROM:** Senior Dean  
**TO:** All members of the Capitation Committee  
**DATE:** 5<sup>th</sup> May 2016  
**RE:** **Capitation Committee Meeting – 31<sup>st</sup> May 2016**  
**AGENDA**

---

There will be a meeting of the Capitation Committee on Tuesday 31<sup>st</sup> May 2016 in the Elizabethan Room, House 6 at 10am sharp.

The Agenda for the meeting will be as follows:

1. Minutes of the last meeting of 8<sup>th</sup> March 2016 ('Draft' previously circulated).
2. Matters arising.
3. Final student numbers and allocation figures for 2015-2016.  
(to be presented at meeting - Elaine Sharkey)
4. Any Other Business

**Professor Brian McGing**

SENIOR DEAN