

Minutes of Student Meeting

Lesson Bookings, Google Meet Transition & 2026 Expectations

Good evening everyone,

I trust that you are well.

Thank you to all the students who took time out of their schedules to attend the meeting. For those who were unable to attend, please find below the official minutes of the meeting to ensure that everyone is aligned going forward.

1. Appreciation

The meeting began with an expression of gratitude to all students for their continued support and commitment to Boost Learning Academy. Your consistency and dedication are greatly appreciated, and we look forward to a productive and successful 2026 academic year together.

2. Lesson Bookings & Platform Change (Zoom to Google Meet)

It was communicated that Boost Learning Academy will no longer be using Zoom for lessons. All lessons will now be conducted via Google Meet.

To ensure smooth access to lessons, all students are required to have the following applications installed and functioning:

- Gmail
- Google Calendar
- Google Meet

3. Email Addresses & Booking Process

Students are required to submit their full name, surname, and Gmail address to the general chat group on the community page. This is essential, as lesson links are distributed via Google Calendar invitations. Students who are not added to a booking will not receive the lesson link.

Lesson bookings will be conducted on a weekly basis following the release of the weekly schedule on the Announcements page. Once a lesson is booked, students will receive an email invitation via Gmail. Students must accept the invitation for it to sync with their Google Calendar.

On the day of the lesson, students can access the session directly through Google Calendar or via the Google Meet application.

4. Website & Student Resources

The Resources page on the Boost Learning Academy website is strictly reserved for registered students only.

The access password is:

STUDENT2026 (all capital letters, no spaces).

This password can be found on the Announcements page under the About section.

The resources page includes pre-recorded lessons, worksheets, and additional academic support material. These resources are strictly prohibited from being shared with non-registered students.

5. Expectations for 2026

Students are expected to demonstrate punctuality, preparedness, and professionalism throughout the academic year. All communication channels must be monitored regularly, and students are responsible for ensuring that all required applications are installed and functional.

Should you have any questions or require clarification on any of the points discussed above, please do not hesitate to reach out.

We look forward to a successful academic year ahead.

Kind regards,

Lincoln Matthews
Boost Learning Academy