

**EAAL Work Packages Project Management Team Meeting**

**22<sup>nd</sup> October 2018, 10.30am - 12.30pm**

**Learning and Work Institute, 4<sup>th</sup> Floor, Arnheim House,  
31 Waterloo Way, Leicester LE1 6LP**

**AGENDA**

**Chair:** Helen Plant

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|---------------------|---|
| <b>10.30-10.35</b>  | <b>Welcome and introductions</b>  |
| <b>10.35-11.35</b>  | <b>Work package delivery updates</b> (WP leads)<br><br>WP leads each to provide a brief (5 mins) summary of strand activity for discussion, to identify potential overlap, synergies, etc, between WPs, links with L&W's wider work, etc. |
| <b>11.35- 11.55</b> | <b>Case studies</b> (Helen)<br><br>To review progress against proposal to develop case study publication with the four Impact Forums.   |
| <b>11.55-12.25</b>  | <b>EAAL Interim Report</b> (Joyce / Mark)<br><br>To update on progress and timescale for preparation of the report and identify any additional information / evidence needed from the project team.                                       |
| <b>12.25-12.30</b>  | <b>AoB, actions and date of next meeting</b>  |