

EAAL Work Packages Project Management Team Meeting

Wednesday 2nd October 2019, 10am-12pm

Zoom link: <https://zoom.us/j/316530488>

AGENDA

Chair: Fiona Aldridge

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| 10.00-10.05 | Welcome and introduction |
| 10.05-10.50 | Work Package and Wales Development Project delivery updates (WP leads and DH)

To review progress against delivery plans for each WP / project, identify any outstanding deliverables and agree actions and timetable to ensure completion in line with the programme's delivery plan. |
| 10.50-11.05 | Sync document storage (Sue)

To confirm new arrangements for sharing and storing project documentation. |
| 11.05-11.50 | Final conference and reporting (Fiona, Mark)

To update on planning for the final conference and reporting, including agreeing actions to ensure that shared programme documentation is up to date. |
| 11.50-12.00 | AoB, summary of agreed actions and date of next meeting |