

**EAAL Work Packages Project Management Team Meeting**

**11<sup>th</sup> July 2019, 9.00am—11.30am**

Zoom link: <https://zoom.us/j/631816148>

**AGENDA**

**Chair:** Fiona Aldridge

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|--------------------|---|
| <b>9.00-9.05</b>   | <b>Welcome and introductions</b>  |
| <b>9.05-10.20</b>  | <b>Work Package and Wales Development Project delivery updates</b> (WP leads and DH)<br><br>To review progress against delivery plans for each WP / project, identify outstanding deliverables and agree actions and timetable to ensure completion in line with the programme's delivery plan. |
| <b>10.20-10.35</b> | <b>Case studies</b> (Helen)<br><br>To review progress against proposal to develop case study publication with the four Impact Forums, identify gaps and agree actions and timetable to complete.  |
| <b>10.35-11.20</b> | <b>Final conference and reporting</b> (Fiona, Mark)<br><br>To update on plans for delivery of the final conference and reporting, including agreeing actions to ensure that the programme Dropbox folder is up to date.   |
| <b>11.20-11.30</b> | <b>AoB, summary of agreed actions and date of next meeting</b>  |