

EAAL Work Packages Project Management Team Meeting**29th January 2018, 10.30am - 12.30pm****AGENDA****Chair:** Joyce Black

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| 10.30 - 10.35 | Welcome and introductions |
| 10.35 - 11.35 | Project management and co-ordination <ul style="list-style-type: none">• Work package delivery plans <p>WP leads each to provide a brief (5 mins) summary of planned activity for discussion, to help identify potential overlap, synergies, etc, between WPs / with other L&W work, and clarify the overall delivery timetable.</p> <ul style="list-style-type: none">• Reporting <p>To agree WP reporting timetable and processes, including dates of future meetings.</p> |
| 11.35 - 11.55 | Communications <ul style="list-style-type: none">• Dissemination plan for <i>Healthy, Wealthy and Wise</i> and 2015-17 Report• WP internal communications• Branding and logos |
| 11.55 - 12.25 | Impact Forums <ul style="list-style-type: none">• To consider how to facilitate and strengthen linkages between WPs and UK Impact Forums, including embedding WPs into Impact Forum deliverables. |
| 12.25 - 12.30 | AoB and closing comments |