

**E-BASS25 Project Team Meeting (1)**

**2.03 Bedford Library, Royal Holloway, University of London - Friday August 3<sup>rd</sup> 2012**

Attendees: Juliet Carr, Kim Coles, Anna Grigson, Helen Guile, Dominic Tate, John Tuck, Amy Warner, Anna Vernon

Apologies: Rupert Williams

**List of Actions**

**Dominic Tate** to draft an agreement to circulate to project partners, detailing each partner's involvement and the breakdown of the funding they will receive.

**Dominic Tate** to Draft a separate letter to SERO Consulting, to be first signed off by John Tuck and Philip Johnson (Royal Holloway Research & Enterprise).

**Amy Warner** and **John Tuck** to agree the distribution and allocation of Royal Holloway's in-kind contribution to the project.

**Dominic Tate** to contact Caroline Lloyd at the London School of Hygiene and Tropical Medicine to make sure that they will keep a note of the M25's in-kind contributions to the project for audit purposes.

**Dominic Tate** to ensure that all project partners are signed up to the JISCMail listserv by sending an email to Ben Showers.

**Anna Grigson** to send information on Ken Chad's e-books project to Dominic Tate to circulate amongst partners for information.

**Anna Vernon** to contact Albert Prior to ask about his work on PDA. Anna to circulate to project partners via Dominic.

**Dominic Tate** to Contact David Kay to arrange a meeting as soon as possible with relevant project team members.

**Dominic Tate, Anna Grigson, Anna Vernon, Amy Warner, Helen Guile and Rupert Williams** to meet with David Kay to define working arrangements with SERO consulting and to discuss arrangements for the first workshop to take place in November.

**Dominic Tate** to ask David Kay if he will be attending Ken Chad's workshop on August 21<sup>st</sup>.

**John Tuck** to contact SCONUL to confirm the SCONUL representation on the E-BASS25 Project Board.

**Dominic Tate** to draft a brief script for possible use when contacting external stakeholders as part of E-BASS25 work. This will clarify the position of E-BASS25 in the current e-book landscape.

**Dominic Tate** to contact Rupert Williams (Science Museum), Kate Price (University of Surrey) and Wright (SUPC) to make introductions and to pass on notes of this meeting, propose dates of future meetings etc.

**Anna Vernon** to investigate and flag up what data needs to be updated in the final reports, and identify who should be responsible for undertaking this work in the future (i.e. making changes to the underlying data).

**Amy Warner** will make contact with Susan Wright in August.

**Amy Warner** to meet with Anna Vernon to discuss work on Work Package 5.