

# E-BASS25 Board Meeting Agenda

Wednesday 26<sup>th</sup> September 2012

E-BASS25 Project Board Meeting No. II

*2.00pm, Room 2.03, Bedford Library - Royal Holloway, University of London*

- 1. Welcome & Apologies – JT**
- 2. Introduction – JT**
  - Overview of project and introduction
  - Terms of reference
- 3. Project Manager’s Progress Report - DT**

Report to include:

  - General Progress, including feedback from JISC Programme Manager
  - Project deliverables (WP1 – Project Management)
  - Sheffield & Sero sub-contracts
- 4. Report on Work Package 2 (Landscape & Context) - AG**

Report on research and reports.
- 5. Budget – JT/DT**

Report on project budget.
- 6. Project Risk Register – JT/DT, All**

Discussion and review of project risk register
- 7. Project Exit Strategy – JT/DT, All**

Discussion and review of project exit strategy
- 8. Summary of actions and AOB – DT**

Future meetings to be arranged as necessary.