

E-BASS25 Board Meeting Agenda

Thursday 29th November 2012

E-BASS25 Project Board Meeting No. III

11.00am, Archives Reading Room, Founder's Library - Royal Holloway, University of London

- 1. Welcome & Apologies – JT**
- 2. Project Manager's Progress Report - DT**
Report to include:
 - General Progress, including feedback from JISC Programme Manager
 - Project deliverables (WP1 – Project Management)
 - Review of focus group (26th November)
 - Staffing
 - Next steps
- 3. Report on Work Package 2 (Landscape & Context) - AG**
Report on research and reports.
- 4. Budget – JT/DT**
Report on project budget.
- 5. Project Risk Register – JT/DT, All**
Discussion and review of project risk register
- 6. Project Exit Strategy – JT/DT, All**
Discussion and review of project exit strategy
- 7. Summary of actions and AOB – DT**
Future meetings to be arranged as necessary.