E-BASS25 Project Team & Board Meeting Agenda

Monday 25th February 2013

E-BASS25 Project Team & Board Meeting No. IV

2.15pm, Small Boardroom, Founder's Building - Royal Holloway, University of London

1. **Welcome & Apologies – JT**

2. **Introduction – JT**

   • Overview of project and introduction

3. **Project Manager's Progress Report - DT**

   Report to include:

   • General Progress, including feedback from JISC Programme Manager

4. **Report on Work Packages**

   - WP1 (Landscape & Context Review) **DT**

   - WPs 3 and 4 (Business Requirements Specification & Business Model Specification) **BT/CA**

   - WP5 (Procurement Guidelines) **AW**

   - WP6 System Integration Guidelines **DT**

   - WP7 Dissemination Activities **KC**

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**