

'ONE NORBITON, WORKING TOGETHER'

Meeting Title: Engagement Sub-Group

Date and Time: Tuesday 29th May 2012 from 7pm ~ 8.30pm

Venue Address: Piper Hall, Piper Road, Kingston, KT1 3EX

Chair: Davinder Lail

Note Taker:

AGENDA

Item	Time	Description	Aim	Who
1.	7.00	Welcome and Introductions	Info	DL
2.	7.05	Minutes of the last meeting Correct and agree previous minutes.	Agree	DL
3.	7.10	Matters arising Update on actions from last meeting not covered below.	Info	DL
5.	7.20	Mass Meeting Aim - to agree and allocate remaining actions for organising the event, including: Number of attendees so far and contingency plan if venue is not big enough; Finalising the agenda and presenters; Preparing and printing the hand out packs: feedback form, draft constitution? what else? Who's providing the equipment for the day (flip charts, post-its, pens, sound system – what else?); Setting up and organising things on the day; Recording comments and views; Anything else?	Agree	All
4.	7.55	Next steps after the event Aim - to discuss how we build on the event: Turning event feedback into actions; Giving people feedback via website, Panel etc; Including new people in the group; Finalising constitution and formally appointing CWG.	Discuss	JP
7.	8.15	Twitter account update	Info	DL
8.	8.25	AOB & date of next meeting		JH

*Making a **Difference** Together* 