

Development meeting

The Vestry

19:30 – 21:00 8th September 2017

TIME	TOPIC	OUTCOME	PREPARATION	PROPOSED PROCESS
7:30	What timelines are we working to?	Agree timelines for the project	None	Adele to draw out timeline and team to agree key time points and actions
7:45	What questions and options should we focus on?	Finalise the questions and options to review for consultation.	Review questions sent from list. Ensure options section is filled in.	Team to discuss priority spreadsheet and decide on final priorities.
8:00	How should we review and comment on the priorities?	Agree how the team will review the priorities and the timelines for this.	Review the priorities questions and which areas are of specific interest.	Discussion
8:15	What other roles are needed and who would like to do them?	Agree further roles and responsibilities and who will carry them out e.g. clerk, communications etc.	None	Discussion
8:30	What will the communications plan look like?	Based on the timelines formulate an overview for the communication plan.	None	Discussion
8:40	What are the next steps?	Be clear on actions and next steps from now until next meeting.	None	Discussion
8:50	AOB		None	