CHARTER Project
April Board Meeting: Agenda

There will be a meeting of the CHARTER Project Board on Wednesday 29 April 2009, 13.30 – 14.00 in Room 909 in the Laver Building..

Tea and Coffee will not be provided

Attendees:

Names		**Role**	**Accepted / Declined**
James Green (JBG)	(Minutes)	Project Manager	Accepted
Jessica Gardner (JPG)	(Chair)	Principal Investigator	Accepted
Martin Myhill (MM)		Project Sponsor for AS	Accepted
Ahmed Abu-Zayed (AAZ)		Digital Assets Manager	Accepted
Ian Cook (IC)		Academic Sponsor	Unknown
Gary Stringer (GS)		Technical / Heritage Expert	Unknown

Agenda

5 mins	Welcome & Introductions (All)	
10 mins	Review Actions of last meeting (JPG)	Available Here
5 Mins	Project Manager Report (JBG)	Available Here
5 mins	Mid-Way JISC Report (JPG)	Available Here
40 mins	Reports & discussion of progress and problems: 10 minutes each 1. Repository Workflow (AAZ & JPG) 2. Metadata & Digitisation Workflow (AAZ) 3. Selection & Subject Panels (JPG) 4. Updated Project Plan (JBG)	
10-15 mins	Next Steps (JPG)	
10 mins	Review of decisions & actions agreed with the Board (JBG)	