

LIFE 3 Project Management Team Meeting

To be held on Weds 04 October 2006, in the Basing Room, The Castle, Winchester.
10.00 – 12.00 hrs

AGENDA

	Lead
1. Apologies and introductions	BB
2. Minutes of last meeting	BB
3. Matters arising	JM
4. Partners completion reports	ALL
5. Project management	JM
<ul style="list-style-type: none"> • Project Manager's report • Final Report • Closure of project & outstanding tasks 	
6. Financial Management	TT/DC
<ul style="list-style-type: none"> • Finance Officer's report • Cash flow projections • SOE preparation 	
7. Communications	DL
<ul style="list-style-type: none"> • Communication Co-ordinators report • Post-project communications & NPA 	
8. Life after LIFE	JM
9. Reflection and lessons learned	JM
10. AOB	BB