

Present: GRD SC RT OL DD

Apologies: IP

1. A review of tasks from the last meeting:

\* To complete taking photographs for individual stand and views to preserve. These are to be printed and brought along to the next meeting as physical copies for the final selection when they will be laminated for display.

\* A full discussion took place of the graphical representations of various questions and a standard format was agreed upon. Further work to be done on some of these.

**Action: DD. RT. SC**

\* It was agreed that each stand ie area could have different approaches to presenting verbally and that the sheets used at The Festifull could be re-used

\* It was agreed that the poster should use the aerial image of a housing estate but the words needed a little re-working. This would be disseminated, agreed quickly then distributed asap

**Action: GRD RT SC**

\* Various items needed purchasing for the Open Day.

**Action: RT**

**Date and time of next meeting:**

**Wed. Oct 26th 2016 Webb Room. 8.00pm**

**Agenda:**

1. To decide on photographic displays
2. To finalise all charts/word representations
3. To check through details of the Open Day