

UKIUG Telephone conference meeting

Discussions and actions

21st January 2010

Attendees: Angela Cleaver, Emily Heath and Potenza Atiogbe

Food

This has now been ordered. Total cost was £286. PA to email receipt and updated food spreadsheet for EH and AC to check. Food to be collected from Finsbury Pavement between 7am and 10 am.

Crisp and juice to be purchased on the day. Payment/donation to Unicef to be made on the day. Amount to be decided.

Packs

All to print off 8 copies each and put the papers in order. AC and EH are going to print off PA's colour documents e.g. speakers biographies and committee biographies.

Actions

1. AC to contact Phil for contact details and firm up final arrangements.
2. AC to circulate introduction to the day
3. PA to buy sweets for the packs.
4. All to print off papers.
5. PA and EH to bring cameras.
6. AC to bring note pads.
7. EH to bring pens.

Next calls on Monday 25th January at 9.30am and Wednesday 27th January 2010 at 10am