



Project Management Board meeting

13 May 2008 at 1.30

lunch is available from 1.00

Room 335 Rockefeller Building, University College London

(see map at http://www.ucl.ac.uk/about-ucl/location/maps/maps_2007.pdf,
grid ref B3, entrance on University Street)

Agenda

1. Introductions
2. Apologies for absence
3. Progress report
 - a) Background to project and chosen methodology
 - b) Appointment of RA
 - c) Project documentation
 - d) Presentation of case studies
 - e) Website
 - f) Dissemination proposals
4. Role of the Management Board
 - a) Membership of the board
 - b) Responsibilities
 - i. Overview of responsibilities
 - ii. Identification of possible risks
 - c) Communication between project team and Board
 - d) Supporting the project:
 - i. Publicity
 - ii. Dissemination suggestions
 - iii. Supporting the fieldwork
5. Appropriate terminology & culturally positive language
6. Any other business
7. Date of next meeting

Community Archives & Identity: documenting and sustaining community heritage

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