

## Steering Committee Meeting – 2<sup>nd</sup> July 2008

### **Location:**

National Grid House, Warwick Technology Park, Gallows Hill, Warwick, CV34 6DA (See attached map for travel advice).

Switchboard: 0192665300

Contact: Gavin Crook (07814459643)

### **Timings:**

10:00 – 16:00

## Agenda:

10:00 – 10:15	Welcome and Refreshments	All
10:15 – 10:30	Review of previous actions	BM
10:30 – 10:45	NGN Update / CIGRE-Exec update	JH
10:45 – 11:15	Membership Update – current status, review recruitment strategy, gaps in membership, produce action plan	MB
11:15 – 12:15	Paris Session – Progress Update, how is the poster session going to work?, produce action list	RK
12:15 – 13:00	Lunch	
13:00 – 14:00	Events: <b>Technical Event 1</b> – Review, lessons learnt, feedback <b>Technical Event 2</b> – Progress update <b>Technical Event 3 / AGM</b> – Organising Task force to be appointed, float some thoughts on structure of event, review of election process for AGM (Rose King) – (30 Mins)	JH/BM
14:00 – 15:00	Review of Working Group Structure - review of roles and responsibilities	JH
15:00 – 15:45	Mentoring / Working group involvement	Sky / BM
15:45 – 16:00	AOB / Close Meeting	All