Meeting Agenda for new site development

List of attendees:

Reading Room Project team - Stuart Neilson, Amanda Bolton, Jenni Allan, Peter Griffith

CNPA Project team - Donald Ross, Francoise van Buuren, Alison Fleming, Charlotte Millburn

Web Authors - Sandra Middleton, Gavin Miles, Frances Thin, Andy Ford, Bruce McConnachie, Adam Streeter-Smith, Elspeth Grant, Alan Smith, Pip Mackie, Alix Harkness, Margaret Smith, Jacquie Barbour, David Clyne

Tuesday 30 September

Time	Agenda item	Attendees	Location
9-9:45am	**1. Introductions & Park Visit** a) Short presentation from Reading Room about the work they do and collaboration with similar organisations and National Parks. b) Presentation from CNPA about our aims for the site and current projects.	Both Project management teams	Boardroom
10-12:30pm	**2. Strategy Overview** a) Overview of findings so far b) Initial recommendations	Both Project management teams Sandra Middleton, Andy Ford, Pete Crane	Boardroom
12:30-1pm	**Lunch**		
1-3pm	**2. Strategy Overview (continued)** c) Initial recommendations (continued) d) Strategic Brief timescales	Both Project management teams Sandra Middleton, Andy Ford, Pete Crane	Boardroom

Time	Agenda item	Attendees	Location
3-4pm	**3. Creative** a) Branding guidelines and creative flexibility b) Image bank and assets c) Understanding the wireframe and design process	Both Project management teams	Boardroom
4-5pm	**4. Remaining Project** a) Discuss next steps b) Review project timeline	Both Project management teams	Boardroom

Wednesday 1 October

Time	Agenda item	Attendees	Location
9-11am	**5. Information Architecture** a) Understanding the process of IA development b) IA timescales	Both Project management teams	Portacabin
11-1pm	**6. Content discussion** a) Meeting the content/web authors and brief overview of project and recommendations b) Understanding the current workflow c) Discussing content streams	Both Project management teams Web authors	Portacabin
1-1:30pm	**Lunch**		
1:30-3pm	**6. Content discussion (continued)** a) Developing the site for Visitors	Both Project management teams Pete Crane, David Clyne, Jacquie Barbour	Portacabin