

APPROVED Minutes of the BCS L&S SG Committee Meeting
Held on 7th April 2014
Via SKYPE

Present: Paul Jagger (PJ), Jooli Atkins (JA), Michelle Kaye (MK), Kevin Jones (KJ),
Graham Moor (GM), Adam Freeman (AF)
Apologies: Carol Hulm (CH), Kevin Streater (KS)

Meeting opened at 19:15 BST

- 1) Agreement: All: Minutes of last meeting (17th February 2014) are approved.
- 2) Agreement: All: Adam Freeman is co-opted on to the committee as Project Manager for the 2014 Conference.
- 3) Action: MK to follow up with PJ on additional details for the BCS Guernsey event in May.
- 4) Action: PJ will follow up with AF on a top 10 immediate action list to kickstart PM planning for the 2014 conference.
- 5) A.o.B: PJ asked that we vote on the purchase of a license for an online meeting tool for our committee meetings and online events.
- 6) Agreement: All – we agree to purchase a license of an online meeting tool.
- 7) Info: JA – Ron McLaren is retiring from SFIA. Feedback phase of the version 6 update now welcome -> Mike Chad.
- 8) Info: JA – has joined the project and programme management advisory group.

Meeting closed at 20:04.... BST

Date of next meeting: **19th May 2014 on SKYPE at 19:15 BST**