



Website Group Meeting Minutes

Wednesday 06 November 2019, 09:30 – 10:30 GMT

Teleconference

Present:

- Veronica Swallow (Convenor, University of Leeds)
- Barbara Davies (Northumbria University)
- Anna Shears (Patient Association representative)

	Item	Comment	Action/s
1	Rolling banner on web site presenting the Chapter aims as suggested by Anna	Barbara d/w Dawn IT at UNN, will need a plug-in to enable this We have asked Peter Edwards at UoL if he can up Plug-in	Await reply from PE Anna ? will produce the rolling banner
2	IFNA conference presentation re FINC-NA to add to web site		VS will send to Barbara on 7 th Nov
3	Extra columns on table of content suggested by Anna		AS will send to us by ?
4	Notes from Exec Group meetings	To add to web site	VS will send to Barbara on 7 th Nov
5	Word cloud as suggested by Anna	AS will set up a survey monkey to circulate to the exec to inform Word Cloud	AS will send to us by ?
6	Welcome to Chapter / Intro to web site AS suggests a short video (1.5 min) e.g. VS and AM as co-leads of Chapter	- Text - Video (1.5 mins)	AS will identify key questions to be used VS will arrange recording (short Q&A between VS and Alison Metcalf at a pre-arranged working lunch with



			AM and Susan Wakefield on 11.12.19) SW to record on Veronica's phone VS to send to Anna
7	Executive Group member list	-	VS to send to AS and BD on 7 th Nov
8	Request bios from AM, SK, SW, VL	To be sent to BD and CC VS by 14 th Nov	VS to send requests 7 th Nov