

# K1 Meeting Agenda

**K1 Development**

**Meeting Agenda**

**5th Aug 2013**



<b>Project</b>	Cambridge K1	<b>Title</b>	Group Meeting	<b>Date</b>	5 Aug 2013 MONDAY
				<b>Time</b>	7pm to 9pm
<b>Invitees</b>	All Members and Observers	<b>In attendance</b>	Adam Broadway	<b>Venue</b>	Orchard Park Community Centre Cambridge

**Please note the meeting venue is Orchard Park, Community Centre**

Number	Item	From	Time
1.0	Welcome, introductions and apologies	ALL	5 mins
2.0	Minutes of Previous Meeting	ALL	2 mins
3.0	Matters Arising	ALL	3 mins
4.0	Review from Open Event	ALL	20 mins
5.0	Update from City Council	ASB	5 mins
6.0	Membership: Update and recruitment	JL/All	5 mins
7.0	Legal Group Update	All	20 mins
8.0	Review of work programme for the client brief	ASB	20 mins
9.0	Treasurer's Report	JL	5 mins
10.0	Update on Procurement	ASB	10 mins
11.0	Marketing, Communications and Open Event	ALL	15 mins
12.0	Programme	ALL	5 mins
13.0	AOB	ALL	5 mins
14.0	Dates of future meetings	ALL	2 mins