
From: Sophie Bialaszewski[IMCEAEX-
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Sent: Fri 22/11/2013 11:54:27 AM (UTC)

To: Chris Aujard[GRO]

Cc: Glenda C Hansen[GRO]; Belinda
Crowe[GRO] Amanda A Brown[GRO]

Subject: Project Sparrow Steering Group Agenda and Minutes.doc

Attachment: Sparrow weekly steering board pack 20131120.ppt

Attachment: Project Sparrow Steering Group Agenda and Minutes.doc

Hi Chris,

As Belinda is away this week I have pulled together a few high level notes from the steering group this week and an outline agenda for Monday (no papers as agreed this week).

If you could take a quick look and see what you think that would be great.

It would be good to get this to attendees (Amanda would you mind once Chris has reviewed?) of the steering group today. I know that Paula in particular likes agendas as early as possible. I've attached this week's steering board pack which I think would be good to include as a reference doc to the notes.

Let me know if there is anything else you'd like me to do before Monday.

Best wishes

Sophie