Bohdan;

* Communication and keeping to deadlines

ACTION Liam call Bohdan for project update, Meg copy

Video content for volunteers briefing on Thu and Fri.

Quotes and image for press info.

Opinion on pop up stand.

Pop Up Poetry Station:

ACTION Liam follow up staples access.

ACTION Meg check on progress of pop up with Carys, make sure logo included.

Payments:

ACTION Meg give us details of who needs to be added as suppliers. Laura send supplier form and raise PO.