**LOGG Meetings Draft Agenda 2016**

**Weekly Catch-up – plus Weekly Working Sessions**

* **LOGG Pilot Projects Overview**
  + 2016 Budget Update
  + Contracts & Invoices Update
  + Schedule Update
  + 2016 Projects Update
* **Specific Project Progress Tracking**
  + Event Delivery Plan (Framework)
  + Specific Marketing Plans
* **LOGG Marcomms Overall [*invite key people as required*]**
  + Overall Marketing Plan
  + Project 22
* **Staffing Matters**
  + Production Manager
  + Project Team
  + Simon Sharkey
  + Writer / Illustrator
  + Capacity / Availability of Team (including Annual Leave)
* **Admin**
  + Systems / Tools
  + Artifax
* **2017 LOGG Early Planning**
  + Management
  + City-wide Projects
  + Marcomms
  + The Book & 64 Humber Street
* **Next Session**