**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**