

Meeting Minutes Template

|  |  |
| --- | --- |
| **Date** | 25/04/2024 |
| **Time** | 7 am |
| **Platform** | Zoom |
| **Session** | Team Meeting |
| **Aim** |  |
| **Attendance** | Helen Curren Anaman, Andrew Sheldon, Nuala Hemphill, Christopher Clark, Bernadette Ryan, Lesley Jackson, Paulina Bieleninik |

Discussion Points

* Helen discussed about Debriefing.
* Lucy will be reviewing the RS Q&A, it would be helpful to know if there are other common questions and queries you would like to see on there that are missing.
* Customer service trackable feedback - any feedback or questions on the process?
* There is going to be a social media marketing launch for BRC this summer, the marketing team has reached out to NSL asking for videos from 4-5 volunteers/staff. We will have 2 videos created by each person 1 - 15 seconds and 1 - 30 seconds. NSL will provide the script for the video. Could you please reach out to your respective groups and call for interests and let Harshi know? We need to complete the task by 20th May
* Briefing & Debriefings will be changing to Teams from 1st May   
  Bad idea, unnecessary changes.