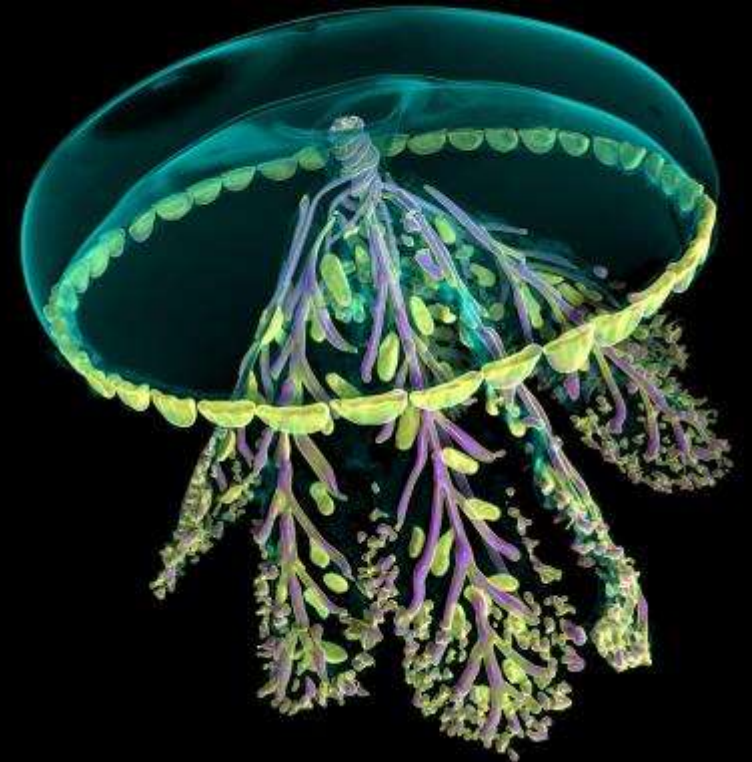


Coordination & planning

Vince Smith, SYNTHESYS Coordinator

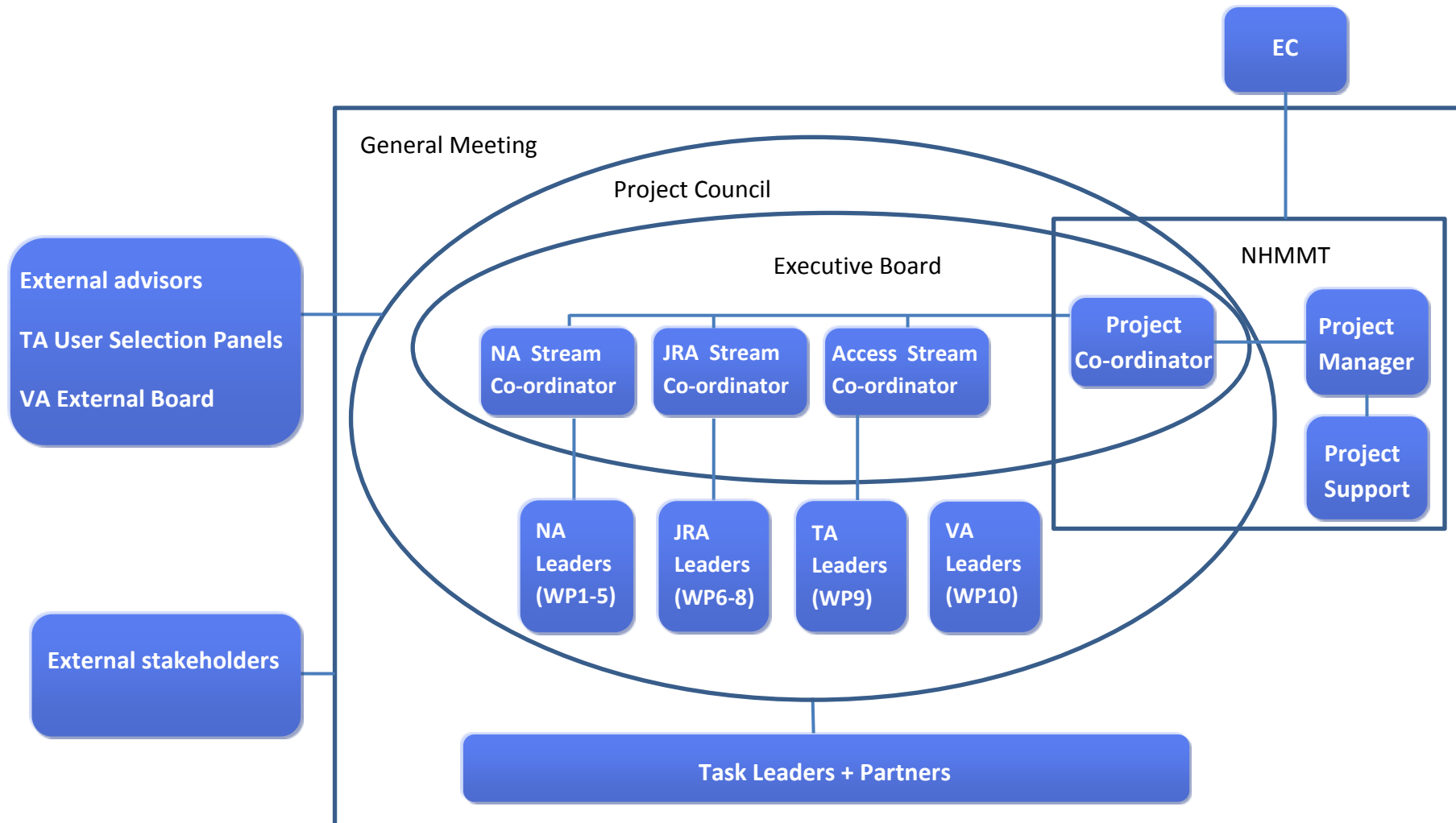


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🐦 @SYNTHESYSEU

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Primary Meetings

Group	Frequency	Who
Executive Board	3-monthly	Coordinator and Stream Coordinators
Project Council	6-monthly	EB plus WP leaders (inclu. TAF's)
General Meeting	Annually	All beneficiaries (x32) represented
NHM Management Team	Circa every 2 weeks	Coordinator, manager and project support

Stream meetings

For Stream WP leaders

Frequency to be discussed

Workpackage meetings

For WP task leaders

Frequency to be discussed

Task meetings

For task members, as required

Recommendations

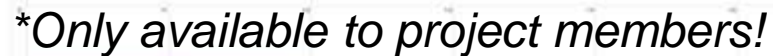
Use Teamwork notebooks to record meeting notes – for discussion

Templates will be established with tags for each group / WP

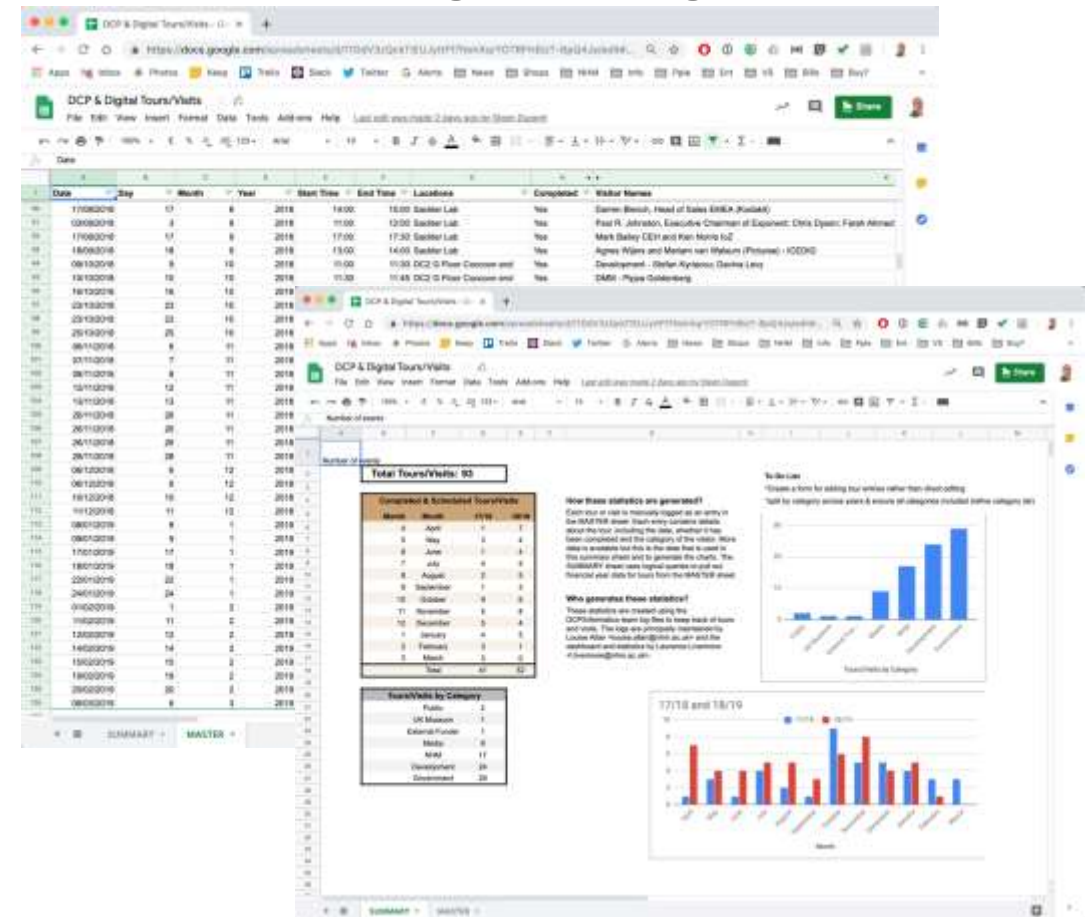
External docs (e.g. Google Doc) are fine but adopt the template & record the link in Teamwork?

Use external Docs & control permissions for sensitive info. but keen open-by default?

SYNTHESYS+ Google meetings sheet?



Doodle Polls & Meeting invites



Cross Network Meetings



Organisational network meetings



Project Meetings



IT networks



Institutional meetings



Strategic Alignment of Projects*

Need...

- Task level map
- More inclusive
- Instit. engagement



Cross- project operational needs (transcending SYNTHESYS)

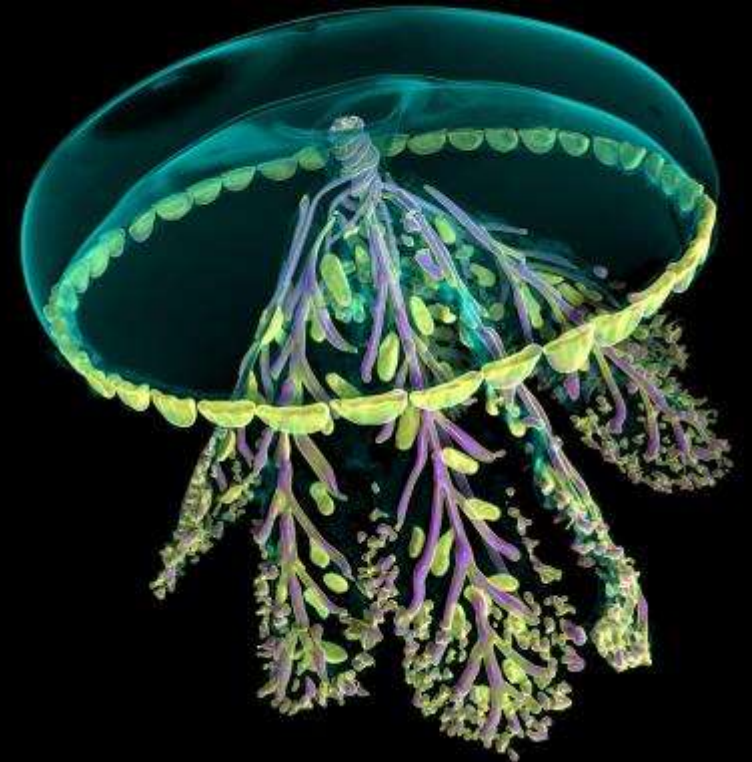
- Group video conferencing licence (e.g. Zoom)
- Cross institutional team messaging (e.g. Slack)
- Business Intelligence software (e.g. Power BI)
- Cloud analytics (e.g. Airtable)
- Survey management software
- Cross institutional meeting scheduling
- External advisors (& a new model of engagement)
- Models to pay for these across projects / organisations

SYNTHESYS+

Synthesis of Systematic Resources

a DiSSCo project

Any questions?



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