**EMAIL MANAGEMENT GROUP MEETING**

**Friday 13 March 2015 at 11 a.m. in Committee Room North, Clocktower**

**Agenda**

1. **Notes of meeting of 12 December 2014** *(Document A)*
2. **Convener, membership and function of group**
3. **Consultation on Email Guidelines**
4. **Guide to Effective Emails** *(Document B)*
5. **Other business**

*Circulation:*

*Ruth Trumpeter (Convener)*

*James Brown*

*Jennifer Carpenter*

*Brian Davidson*

*Carol Hoffman*

*Denise Markman*

*Peter Oliver*

*Darren Smith*

*Margaret White*