**MINUTES OF MEETING OF EMAIL MANAGEMENT GROUP**

**13 March 2015**

**Present:** Ruth Trumpeter (Convener), James Brown, Jennifer Carpenter, Brian Davidson, Carol Hoffman, Peter Oliver, Margaret White.

**Apologies:** Denise Markman, Darren Smith**.**

1. **Minutes of meeting held on 12 December 2014**

The minutes of the previous meeting were noted.

1. **Convener, membership and function of Group**

Ruth informed the group that it was now confirmed that James would be taking over the Convenor role from the next meeting. Ruth will continue as a member of the group.

It was agreed that the current composition and Terms of Reference for the group were acceptable.

It was also agreed that Peter would take on the secretarial duties for the Group for the remainder of 2015.

1. **Consultation on Email Guidelines**

Ruth reported that she had collated the Groups’ views on the proposed Email Guidelines and forwarded these to ITS.

The issue of security of email on shared devices was discussed and it was agreed Margaret would raise this with her colleagues in ITS. **MW**

1. **Guide to Effective Emails**

The current *Guide to Effective Emails* document was discussed, and it was agreed that James would draft initial revisions to this. The draft will then be discussed at the next meeting of the Group. **JB**

1. **Next meeting**

The next meeting of the Email Management Group will be on Friday 8 May 2015 at 11am.