



## Agenda for ASP communication meeting – January 8<sup>th</sup>, 2015

Present: Peter BC; Signe H; Peter SM; Lene KH

Absent: Emma K; Lucette B; Michelle W

Referee: Peter BC

### 1. Update on Website

- a. Peter SM will go through the list of changes decided on our November meeting and contact Peaceworks
- b. Additional changes to me made:
  - Make a full visible path, when you are on a certain page
  - Add date to the news on the news flow
  - Make “Hide info” open as a default, when you enter the web page and make it possible to turn it off
  - Add a thumbnail picture to each of the news which is now being posted on the right hand side of the web pages. This will make the front-page change during time
- c. Peter BC write two new tekst about ASP to the front-page and mail them to Peter SM who will get them uploaded.
- d. Peter SM will go through the to-do lists made by Lucette (mailed on December 4<sup>th</sup>) and will take action to contact the responsible for doing the things on the list.
- e. We have had request from the researcher to include links to the individual profile pages of the researcher. We will include that information on coming ASP-projects both from the PI and from the remaining participants of the projects. Peter SM will include those request in the form used for project information.

### 2. Newsletter

A new newsletter has to be released in February.

We will ask Lucette to make a draft based on the first newsletter and using the same structure. Signe and Peter BC will be happy to help working up inputs but need to do this before **February 6<sup>th</sup>** due to other activities.

Ideal we will contact each group in person to write up 4-6 lines of the latest news from the group and a link under each point of the newsletter will guide to more information on the ASP- webpage.

Next meeting: February 4<sup>th</sup>, 2015. Note that this is a Wednesday!

*The communication team meets on the 1<sup>st</sup> Tuesday of every month. LB will distribute agenda 1 week before meeting. Please ensure that 1 person from each centre is present.*