



## Minutes from ASP communication meeting – November 9, 2016

Date: November 9, 2016

Present: MW, PBC, LK, EK, SP, LB

Absent: PSM

Referee: Lucette

This was a short meeting and was focused on preparation on the upcoming ASP Annual Meeting

### 1. Annual Meeting

- Lucette is drafting a PowerPoint for the annual meeting and will send it out to all communication team members for input before the ASP annual meeting
- It was decided to meet WEDNESDAY, Nov 30 at 19:00 for supper to finalize presentation
- Emme to present at the ASP meeting
- Some ideas for upcoming year: develop a yearly schedule for the communication team, projects need to be updated
- Lucette highlighted activities that are happening in conjunction with the ASM (