**Analysts East Team Meeting**

Time: Thursday 22nd August, 1pm – 2pm

Location: Wimpole Room, Victoria House

AGENDA (Chair: Edward, Minutes: Andrew Boardman):

1. Introductions and quick updates: what we are working on and why [10 min]
   1. Sally’s blog post on the Artificial Intelligence in Medicine (AIME) conference in Poznan, Poland now available online [here](https://healthdatainsight.org.uk/aime-2019-the-17th-conference-on-artificial-intelligence-in-medicine/).
   2. Interns presented their work last week at the Intern Presentation Day, Friday 16/08/2019
2. Feedback from Senior Leadership Team (SLT) meeting (Sally) [10 min]
3. Team Talk [10 min]
   1. [Team Talk](http://phenet.phe.gov.uk/Our-Organisation/Team-Talk/Pages/Team-talk.aspx?bb) letter and slides for July 2019 released on 24/07/2019
   2. July Team Talk is a chance to talk about PHE's Strategy for 2020 to 2025, see [executive summary](http://phenet.phe.gov.uk/Our-Organisation/Directorates/Strategy/Pages/PHE-Strategy.aspx)
   3. Remember that Team Talk is about having a conversation - not just delivering information, but listening and encouraging comments and questions
   4. Submit your Team Talk feedback [here](https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=llKK56m5H) by 12 September 2019
4. Office and admin update [10 min]
   1. Access to Office A in Victoria House has changed (Charlie)
   2. Staff updates
   3. Interns (Paul)
      1. Most interns expected to have completed their internships by/before the next Analysts East Team Meeting: (Roan, Andrew, Edward?)
   4. Any other office updates
      1. Computer problems (Cong)
5. Training (past, current or future) [5min]
   1. Anatomy and Oncology – webinars happened this month, also available in September through to December
6. Social events [3 min]
7. Annual leave [2 min]
8. Any other business [3 min]
9. Date and chair of the next meeting [2 min]