**02 PGR Newsletter meeting 13/02/2018**

Attendees: Sarah, James, Laura, Danii, Rachael, Jenny, Becky

Apologies: Brad

1. Welcome Danii. Based in SHB. PhD on PA, light therapy, nutrition and dementia care.
2. SC mock-up of email and website.

* The newsletter will go out very month around the 1st of the month, possibly excluding August, September, January for holidays.
* **ACTION: Laura to email Gurnam to see if we can use the Cov Uni logo on website.**
* All agreed the template for the email looks good. Well done to James and Sarah to getting all this started!
* The links from email go to the website e.g. good news, researcher spotlight.
* We want other people to get involved in the newsletter later for things like the researcher spotlight, research studies for participants and good news.
* Discussed adding a link to SONA but we are not sure this is feasible or suitable for the newsletter as its for PGR from PGR
* Gurnam’s Grapevine for the first issue good article on abstracts. Still waiting for Mike Mic (or Megaphone) to confirm an article but maybe for next month .CUDOS article for first issue explaining about it.
* Discussed putting rep stuff after good news, if that is ok.
* **ACTION: Becky article on peer support to finalise full for release send to Sarah for proof.**
* Diane and Angela finishing, so there could be a related theme to finishing, or in May, Sept, December about PRPs or Introductory tips for new starters.
* Somewhere on the website to aim it at people interested in doing a PhD, Sarah highlighted it’s for PGR students, but when it’s online it will be searchable on google.
* Formatting looks good. Newest one first for articles but for research participation it will just be a list.
* James asked do we want an index of articles for the health and wellbeing, Rachael added separate articles (blog like) so people can choose what they want to read.
* Becky added research participation for closing dates. Laura added closing date is needed so we can take it down when recruitment ends. Becky also suggested highlighting on the newsletter what is closing this month as a final push, or new studies.
* **ACTION: James to add a closing date for research recruitment.**
* Jenny collating opportunities for conferences or talks. If Danii any ideas other than psychology and Becky anything nursing and midwifery to let Jenny know. Add do you know any conferences/opportunities at the end? PhD opportunities for MRes, **ACTION: James to contact Jodie Enderby to get an MRes perspective.**

**ACTION: Jenny to send list to James for putting on the Website for good news.**

* Sarah at the moment managing the newsletter editing, share the editing and proofing eventually if it gets too much.
* Deadlines and collated a week prior to give a week for editing? 20-23rd deadline each month. Sarah to delegate when she needs help.
* **ACTIONS: James to add rep news to HLS News.**
* Sarah asked about hosting a google calendar to host/ display events with socials/talks etc?
* Facebook page for social events
* **ACTIONS: Laura/Brad to check if it is open so people can add themselves and them to be approved.**
* **ACTION: Brad to email socials for calendar to Sarah for newsletter.**
* Talking about hot desk situation not suitable for on excel spreadsheet.
* **ACTION: Danii to send photo and description to Sarah for the meet the team page if interested – no pressure.**
* **ACTION: James to swap Rachael and Becky on the meet the team page.**
* Name suggestions Procrastination, Gossip and Ramblings for the title. Agreed.  
  **ACTION: James to change on website and email.**
* **ACTION: Dani and Rachael to discuss the health and wellbeing section.**
* Slack for communication is fine for us at the moment
* **ACTION: Danii to be added to slack let James or Sarah know.**
* Danii to team up with Rachael for health and wellbeing.
* James/Sarah set up GoogleDrive for minutes and drafts of articles etc.
* Email address to submit things to. James and Sarah are checking the email. James added RSS feed reader to see what’s new. Editors to email Sarah for now with articles.
* ACTIONL James to make it clear on the website and email for people to email the central email address.
* **ACTION: James to change Jenny to the email address.**
* Proof reading will be each person when other people are sending in columns but someone else to proof when it’s yourself.
* Sarah to email proof/test on the 26th to check?
* **ACTION: Sarah to look at Gmail auto-forward for goodnews@pgrnews.gmail etc.**
* **ACTION: Each section guidelines for submission.**
* **ACTION: James to restructure the headers on the website for columns, move health and wellbeing to columns and rename to home.**
* Discussed adding comments on posts but then we need someone to check. Put this on hold for now.
* **ACTION: James add a section for feedback maybe in the contact us.**
* **ACTION: James/Sarah to set up analytics.**
* Final DEADLINE 20th February.
* Drinks to celebrate launch day.