**03 PGR Newsletter meeting 26/02/2018**

Attendees: Sarah, Laura, Danii, Rachael,

Apologies: James, Jenny, Becky

1. Actions from previous meeting

* **ACTION: Laura to email Gurnam to see if we can use the Cov Uni logo on website.**

DONE and not allowed to use Cov Uni logo. Own logo ideas to discuss Logo taken down from website. All involved in newsletter have been emailed social media policy.

* **ACTION: Becky article on peer support to finalise full for release send to Sarah for proof.**

DONE and on website.

* **ACTION: James to add a closing date for research recruitment**

DONE

* **ACTION: James to contact Jodie Enderby to get an MRes perspective.**

DONE possibly help in future

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

DONE

* **ACTIONS: James to add rep news to HLS News.**

DONE

* **ACTIONS: Laura/Brad to check if Facebook group is open so people can add themselves and them to be approved.**

DONE

* **ACTION: Brad to email socials for calendar to Sarah for newsletter.**

DONE – Socials are being done by Sarah and Laura for now.

* **ACTION: Danii to send photo and description to Sarah for the meet the team page if interested – no pressure.**

DONE

* **ACTION: James to swap Rachael and Becky on the meet the team page.**

DONE

* **ACTION: James to change on website and email.**

DONE

* **ACTION: Danii and Rachael to discuss the health and wellbeing section.**

DONE

* **ACTION: Danii to be added to slack let James or Sarah know.**

DONE

* **ACTION: James to change Jenny to the group email address.**

DONE

* **ACTION: Sarah to look at Gmail auto-forward for goodnews@pgrnews.gmail etc.**

DONE

* **ACTION: Each section guidelines for submission.**

DONE

* **ACTION: James to restructure the headers on the website for columns, move health and wellbeing to columns and rename to home.**

DONE

* **ACTION: James add a section for feedback maybe in the contact us.**

DONE

* **ACTION: James/Sarah to set up analytics.**

DONE

1. **Logo**

Provisionally decided on logo (image below)

ACTION: Laura to make PNG and send to Sarah for website

A close up of a logo

Description generated with very high confidence

1. **Website and Newsletter changes**

Danii starting a journal club to go into the newsletter.

ACTION: To add to the opportunities section for this issue then next issue Danii could write a reflection on it.

ACTION: Danii and Sarah to discuss minor issues

Newsletter comes through very narrow

ACTION: Sarah to look at and address narrow formatting for next issue

1. **LIVE**

Newsletter to be circulated on Thursday 1st March to [researchstud.hls@coventry.ac.uk](mailto:researchstud.hls@coventry.ac.uk)

ACTION: Sarah to circulate newsletter.