

LTT Committee Meeting 15/03/2024

Present:

- Dona
- Ruby
- Rhoda
- Archie
- Nicolas
- Cass
- Joseph
- Diogo

Previous Meeting

- Nicolas:
 - Contact project manager people for project management workshop
 - No left wing funding, OTT may give us money next year

Notes

- Hubert is taking the majority of this week's meeting notes
- Events
 - Focus on making friends, more event targets are useless, all you have to do is speak with more people in the think tank
 - Train policy heads to ensure that they are good at project management, good group cohesion
 - For next year, we need to think of cohesion a bit more. The ancillary unit of the think tank needs to focus more on other aspects of society than just research.
 - Participation outside of research, and having regular socials on the same day each week will greatly impact how many people show up.
 - Allison Lowe (Event turnout was dogshit - Joseph)
 - Michael Reynolds (top bloke extraordinaire) is probably going to get people up to the BCUR
 - Dona
 - See spreadsheet for actions
- Website
 - Website stuff has slowed down for the rebrand
 - Move website onto the new system and then make website + rebrand changes
- Rebranding
 - As for rebranding, LinkedIn is done, LUU Engage is done, and email is done
 - Rebrand social media
- Research
 - Diogo will need extra assistance with urban planning and transport, the team may require an extension that eats into the editing process which should be fine we will just have to crunch more.
 - Cass
 - Start looking at rehiring people for policy heads
 - Owain for Macro

- Faris for Social
 - Ryan Bunton for Fin. Reg.
 - Charlie for Energy and Env.
 - Freddie for Urban Planning
- Editing
 - Editing does not need to sound like it was written by one person but it does need to be cohesive.
 - Rares will not edit his own document, Hubert will edit Macro Policy instead.
- Project Charter
 - So far:
 - Writing workshop was a success
 - We did not meet 4 articles per week on our website, but our current output is fine
 - We did meet our 30 people target but not by 15th December 2023 - that was the CMA event
 - We failed to host 1 speaker event attended by at least 50 people
 - Meeting half of our project charter shows that we've done something wrong with our outreach as the majority of problems have been event and turnout-wise.
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- Report design discussion
 - Anyone with a complaint regarding minor details like colour, make a new version with your recommendation implemented, post on group chat and make the change clear.
 - Nicolas:
 - Add a table of contents page
 - Add footnote styles
 - Acknowledgements page
 - Bibliography page design
 - Design executive summary/abstract
 - Next step:
 - Take an existing report and format according to the existing style, this will allow us to see problems and gaps in the design clearly.
 - Proposed Structure for each report
 - Title
 - Authors
 - Policy recommendations
 - Executive Summary/Abstract
 - Report content
 - Proposed structure for entire central report:
 - Table of Contents
 - Acknowledgements
 - Individual report content.