



Notes From ACT Resource Meeting 7/8/09

Present

Anthony Hobson, Sue Seager, Andy Spencer, Vincent Mc Donnell.

Apologies

Dave Denner, Angela Molyneux.

Resource Issues/ Work Ongoing

1. In relation to the Wigan & Leigh picture library web site, the storage and creation of images was discussed. Dave Green has advised that symbols should be saved in the Gif format. This will allow them to be blown up into a bigger size. This will be discussed with Dave Green on the 8th September.
2. The search engine will need to have key words etc installed in order to find symbols easier. This is another big job as it will need to be done for each symbol.
3. The group looked through the up to date resource and symbols needed list. Until the web site is up and running it was agreed that up to date resource discs would be provided to each champion, at resource meetings.
4. All our resource templates also need to be made Widgit free for the web site. This is also a task that will have to be just chipped away at until we have the support worker in post.
5. E.L.P. is now Widgit free with the additions of the employment contract and an evaluation form.
6. Please ensure Champions, that there is a regular slot for feedback from staff teams at your staff meetings including:
 - What's being used?
 - What symbols/templates are needed?
 - Any other feedback?
7. Future meeting dates for Resource Meetings are:
Mayfield 10am-12noon. Fridays 18th September, 30th October and 11th December.