**Ambassador meeting minutes 30.09.14**

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| **Attendees** | **Apologies** |
| Julie Holmes | Sylvia O’Sullivan |
| Venetia Clarke | Lorna Lloyd |
| Katie Combs |  |
| Neil Thompson |  |
| Clare Minton |  |

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| **Minute** | **Action** |
| Neil presented the following components of the website:* Overview of finding activities
* Creating activity sheets
* uploading documents and linking to activity sheets
* Training/ events
 | Ambassadors to explore website and uploading activity sheets |
| Creating activity sheets – ideas to increase uploading1. SLTs to upload as part of CPD, i.e. sharing knowledge/ resources
2. Encourage private SLTs to contribute on Commtap Website
3. offering free place on a training course (advertised on Commtap) for SLTs uploading most activity sheets – possibly offering free advertisement space for training provider on Commtap as an incentive for training provider
 | 1. Look in to RCSLT CPD guidelines – details on sharing knowledge/ resources?
2. possibly contact private SLTs through ASLTIP
3. NT, LL, and CM to look into this further
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| Ambassador’s role* Present Commtap website at team meetings –ambassadors shown Ambassadors group page on Commtap where training slides can be accessed
* Distribute flyers – flyers given to all ambassadors
* Inform and remind students about Commtap
 | * Ambassors to individually create own accounts to access Ambassadors group page on Commtap
* Ambassadors to explore what would work best in their settings
* VC to link up with NT on 17th Nov at UCL event
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| Other ideas discussed:* Uploading videos on Commtap website alongside activity sheets showing how to carry out an activity – issues with confidentiality?
* Upload links for good youtube videos showing demonstration of activities
* Elklan videos – may only be available on Elklan training
* Document with recommended Apps
 | All to gather websites and App names if they come across good examples |