PMSIG Committee Meeting

1 November 2023 13:30-14:15
MS Teams

Minutes

1. **Apologies**

   Meg Keates (CIfA), Marie-Claire Rackham-Mann, Ailsa Westgarth

2. **Attendees**

   Gill King (Chair), Charlie Willis (Secretary), Alistair Barclay (Treasurer), Sarah Hannon-Bland

3. **Matters Arising**

   a. **Review of Project Management Competency matrix**

      - Review of Matrix during meeting, CW to circulate track changed copy for further comment.

   b. **Newsletter**

      - CW raised that a quarterly/6 monthly newsletter would open up communication with the membership. Agreed that first edition would be an intro to the committee with invite for members to submit their projects. All committee members to fill in template ASAP.

   c. **Committee Member**

      - Edward Hawkins of RPS has expressed an interest in joining the committee, CW will email to them to discuss.

4. **AOB**

   - Date for February AGM and speaker to be agreed.