

Rocks: Must do today

- Collate all references
- Check survey responses - outstanding?

Completed

- Updated report template
- Emailed all authors draft update

Pebbles: Must do soon

- Review all existing templates
- Suggest changes to existing templates
- Forward recommendations to existing templates
- Meeting with Simon

Started / Ongoing

- Updating S.O.P for website upgrades

Sand: Short & Important

- Ring Samantha about referral
- Sort conference material
- Book airfares and hotel

Overdue / Scrub ticks

- Convert March Docs to pdf
- Report on purification