

**CHARTERED INSTITUTE OF ARCHITECTURAL TECHNOLOGISTS  
EAST ANGLIA 'COFFEE AND CONNECT'**

**Location:** ARU Chelmsford, Marconi Building, Bishops Ln, Chelmsford, CM1 1SQ  
**Date:** Tuesday 3 June 2024  
**Time:** 18:30 start

**AGENDA**

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Join Teams Meeting (if you cannot attend in person)

[Click here to join the meeting](#)

Meeting ID: 397 711 210 438  
Passcode: wVpCaS

*Please ensure your microphone is muted and raise your hand if you would like to talk.*

- 1.0 PRESENT**
- 2.0 APOLOGIES**
- 3.0 INTRODUCTIONS**  
We would ask that everyone introduce themselves by name. If more than 15 attend this will only apply to the committee members.
- 3.0 PHOTOGRAPHS - Screenshot**
- 4.0 MINUTES OF PREVIOUS MEETING**
- 5.0 MATTERS ARISING FROM THE MINUTES**  
These have been circulated beforehand on the invitation email.
- 6.0 TIME FOR CLOSURE**  
We aim to finish the meeting as soon as possible. 8pm latest.
- 7.0 CHAIR'S UPDATE**
- 8.0 SECRETARY UPDATE**
- 9.0 EDUCATION OFFICER UPDATE**
- 10.0 TREASURER'S REPORT**
- 11.0 COUNCILLOR'S UPDATE**
- 12.0 ANY OTHER BUSINESS**
- 13.0 FORTHCOMING MEETING DATES**