

Meeting notes

Programme planning

Project: Summer workshop programme
Meeting: 2026-05-05 / 10:00 to 11:15
Attendees: Sofia Marino, Luca Ferri, Maya Costa
Chair: Sofia Marino
Record MIN-2605-0160 / Prepared 2026-05-05

Agenda

Workshop topics / Facilitator availability / Booking dates

1. Workshop topics

Sofia presented the current notes for workshop topics. The group checked the proposal against the available room, volunteer time and agreed budget.
The draft is clear enough for a small trial. The team will collect comments from two residents before confirming the final version.

2. Facilitator availability

Luca presented the current notes for facilitator availability. The group checked the proposal against the available room, volunteer time and agreed budget.
The current schedule leaves one week for corrections. Any supplier delay should be reported before the next meeting.

3. Booking dates

Maya presented the current notes for booking dates. The group checked the proposal against the available room, volunteer time and agreed budget.
The team agreed to keep written instructions short. A volunteer will check that the printed information is readable at normal viewing distance.

Decisions

- Offer printmaking, bookbinding and introductory drawing in the first month.
- Keep two places per session available for walk-in bookings.

Action register

Action	Owner	Due
Update the workshop topics draft and share it for review.	Luca Ferri	2026-05-08
Confirm the available budget and outstanding purchases.	Maya Costa	2026-05-10
Collect the review comments in the shared project notes.	Sofia Marino	2026-05-12

Next meeting: 2026-05-19