



**Imperial College Union Communications Committee**

**28.06.18**

<b>AGENDA ITEM NO.</b>	
<b>TITLE</b>	Infographic Update
<b>AUTHOR</b>	Matthew Blackett
<b>EXECUTIVE SUMMARY</b>	<p>Due to miscommunication and an executive call whilst I was on annual leave, the expected work to collate the data for the infographic, which I had hoped to present at this committee meeting, was not performed. After meeting with the Finance Manager to clarify the situation and agree on further actions, I have been assured that the required data will be available by Monday 25<sup>th</sup> June. I have agreed to pass this onto the Marketing and Communications team on Wednesday 27<sup>th</sup> June, giving me two days to review and collate the data.</p> <p>I will be able to update the committee at the meeting as to the expected timeframe for completion as this will only be clear once the Marketing and Communications team have seen the content to assess the work required. I will also be able to present the content which will be turned into an infographic if requested.</p>
<b>PURPOSE</b>	To update the Committee
<b>DECISION/ACTION REQUIRED</b>	N/A