**PPG – Tina and Eleanor Meeting notes- 11/5/22**

**Technicality of the meeting-**

* We now have 5 electronic sign ups and two paper forms completed, as well as folder returned from Age UK, which need to be filtered through.
* The 1st meeting has been agreed 24/5/22 @5:30pm to approx. 6:30pm
* We will text/contact each signup and invite them to the meeting.
* We have agreed the 1st meeting will be a meet greet, we will introduce ourselves and then encourage the group to do the same- we want to get some suggestions from the group and also for the group to share some things they find important to them.
* We will discuss mutual issues that the group may have and have a conversation about ideas into what events etc we can arrange.
* Asked to explain that the office area, staff toilets, and kitchens are out of bounds- as these people are still patients.
* RL has sent an email to the clinicians to gain some perspective from them- see if they have suggestions we could make.

**Ideas-**

* An information table/stand, with leaflets, papers ect targeting issues we have decided on as a group.
* Raise awareness of the website- explain how we have issues with phone wait times due to the lack of self-care- encourage the use of the website to treat common ailments
* We want to link with groups and organisations outside of the surgery

**Refreshments-**

* RL wants separate equipment for the group for refreshments- cups, water dispenser etc, we will keep these locked in a box.