

ACCESSIBILITY PLAN 2025-26

18th September 2024

10:30 am to 12:00 pm

Meeting Called by Jennifer and Azeem

Attendees: Working Group Member.

Purpose: Finalization of Accessibility Working Group (AWG).

Please read: Achievements towards Accessibility within your Team/Department and tentative suggestions for upcoming Accessibility Plan.

Please bring: Any important information or document worth sharing.

10:30 am to 10:40 am

Summary: What we had discussed during the last meeting that was held on 4th September 2024.

10:40 am to 10:55 am

Finalization of Working Group Members.

Consent from the participants to dedicate approximately 2-4 hours per month.

10:55 am to 11:05 am

Discussion: If we need more participants to have complete representation.

Inclusion of employees: Who are disabled or experience of handling special needs individuals.

11:05 am to 11:55 am

Identification and setting up tasks. (Step by Step).

Establishing Workflow.

Barriers that require immediate attention.

Creation of sub team and assigning tasks along with Timelines.

11:55 to 12:00 pm

Conclusion.

Additional instructions:

The ultimate purpose of this meeting is to get together as a group and start working towards a mandate as describe above.