

Project Title	
Clean up of CoPTTM inconsistencies	
Project Details	
<p>This will always be an ongoing task. The auto-correction systems and writer errors will always occur. Even with keen editing inconsistencies will occur. It is better to develop a system to handle inconsistencies as they come to the notice of CoPTTM users.</p> <p>For this reason, a decision has been made to focus this project on a process for readers to communicate their concerns. A technical advice note (TAN) is being issued giving an email contact and in future this will be displayed in each section of CoPTTM. One of the first notifications that will be issued through the new notification system will be a request for users of CoPTTM to identify any inconsistencies they have encountered.</p>	
Meeting date	CGG Acceptance
	YES Priority 1
Project Leader	Project start date
Stuart Fraser	December 2017
Project Members	Project Funding
<u>Neil Greaves</u> <u>Tony Stella</u>	Estimated budget \$2,000 set up \$6,000 a year ongoing
Project Actions	Completion Dates
Issue TAN advising of new email contact for CoPTTM updates and notices	December 2017
Issue request through the new notification system for users of CoPTTM to identify any inconsistencies they have encountered.	February 2018
Establish record of inconsistencies and decide changes to CoPTTM	August 2018
Make CoPTTM amendments	August 2018