**Getting to Know – Team template**

Who’s in the team? (names and job titles - or if there a large number in the team a brief summary of the different tasks and roles that the team cover. For example, ‘We are a large team of 80 people working in statistics, public engagement, data co-ordination and admin.)

**What’s the name of your team?**

**Summarise your work?**

**What other teams do you work closely with? Any external partners?**

**What’s the most important thing people need to know about what you do?**

**What are some of the big projects you are delivering right now?**

**What’s the best thing about being part of your team?**

**Notes:**

* Please provide a landscape-style photograph of your team alongside your article. This can be taken on a smart phone but needs to be of reasonable quality. Please avoid sending photos in which any faces are obscured.
* Please send your completed article and photograph to [communications@abdn.ac.uk](mailto:communications@abdn.ac.uk)
* The communications team may make minor amendments to articles to ensure that writing is easy to read, easy to understand and presented in a style that is familiar to most readers.
* Articles will be posted on StaffNet and shared in the weekly staff ezine, StaffNet News.