

UA Communications Working Group Meeting

16 December 2019

Attendees

1. Anna Ludwig
2. Ejikeme Egbuogu
3. Gwen Carlson
4. Jane Sexton
5. Jessica Ranftl
6. Lilian Ivette De Luque
7. Mark Datysgeld
8. Rahul Gosain
9. Roberto Gaetano
10. Sarmad Hussain

Agenda

1. Review and finalize the charter
2. Messaging for stakeholder groups (technology developers, email service providers and public sector)
 - a. Develop questionnaires to get stakeholder perspective (initial draft attached)
 - b. Discuss the strategy to circulate the questionnaire for gathering feedback
3. Next steps
4. AOB

Action Items

No.	Action Item	Owner
1	Finalize UA messaging questionnaire by 30 Dec. Share with the EAI and Tech working groups and request responses by 15 January.	Sarmad, Rahul & Lilian
2	Review the updated UA Comms WG Charter and provide final feedback. The charter can be accessed through the Comms Wiki page .	All