

UA Communications Working Group Meeting

12 January 2020

Attendees

1. Cheryl Langdon-Orr
2. Dennis Tan
3. Gwen Carlson
4. Jessica Ranftl
5. Lilian Ivette De Luque
6. Peter Adeleye (Casey)
7. Poncelet Ileleji
8. Rahul Gosain
9. Roberto Gaetano
10. Sarmad Hussain

Agenda

1. Review the input on the [questionnaire \[docs.google.com\]](#) being designed for gathering input to develop messaging for the stakeholders
 - a. Do the questions cover what we need to ask?
 - b. Do we want a single or separate questionnaire for different stakeholders – technology developers and email service providers
 - c. Where to circulate it and gather feedback
2. Any final comments on the [charter](#) (available through [wiki](#)), as updated based on feedback already received
3. AoB

Meeting Summary

The UA Comms WG members reviewed the questionnaire and finalized the text of the various questions in it. It was agreed that the staff will finalize the two questionnaires, for software developers and email service providers, and share with the UA Comms WG members for any final feedback at the same link as in the agenda. These questionnaires will be eventually shared with tech and EAI WGs respectively for their feedback.

The charter was reviewed and agreed. It was suggested to share a last call for feedback on the charter on the email list and then finalize it. The charter will then be shared with the UASG leadership.

Action Items

No.	Action Item	Owner
1	Finalize UA messaging questionnaire and share with the EAI and Tech working groups for feedback.	Sarmad, Rahul & Lilian
2	Respond to last call for feedback on the UA Comms WG Charter, which can be accessed through the Comms Wiki page . <i>The charter will be considered final and approved by the next meeting</i>	All