

# UA Communications Working Group Meeting

## 14 December 2020

### Attendees :

1. Dennis Tan
2. Jane Sexton
3. Jessica Ranftl
4. Gwen Carlson
5. Lilian Ivette (Vice Chair)
6. Mohamed Elbashir
7. Rahul Gosain (Chair)

### Meeting Agenda

1. Welcome and roll-call
2. Review previous meeting action items

No.	Meeting Action Item	Owner	Deadline
2	Develop a survey for identifying national and regional UA stakeholders	Hadia Elminwa	Ongoing

3. Update on UA Communications Activities
  - Status of the UASG website redesign SOW
  - UA/EAI case studies
  - Publications, reports and blogs
3. UA Stakeholders survey  
<https://docs.google.com/document/d/1uiatXchLFsOc9bQ4D8qYpnW4t3ajsH66/edit>
4. AOB

### Meeting notes

Mohamed provided an update to the group about the status of contracting a vendor for redesigning the UASG.tech website which is in the process.

The working group counited discussing the draft survey, several members indicated that its important to start by identifying the stakeholders, then proceed to draft the questions.

The group agreed that the survey needs to be updated, to be specific, and have clear objectives.

**Next WG meeting:** Monday, 11 January 2021

### Action Items :

No.	Meeting Action Item	Owner
1	Develop a survey for identifying national and regional UA stakeholders	Hadia, WG members