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| **Team** | **Tasks** | **Leader** | **Members** | **Action Items from the last call 03/05/2014** |
| **Design** | In Charge of the **DESIGN** of:  1.Newsletter  2. Webpage.  3. Memorabilia  4. Distinguished Tag for Atlas II participants.  5. Participation Certificate.  6. T-shirt.  Coordinate work with Staff.  Ref: [ATLAS I](http://atlarge.icann.org/summit-en.htm) | **Maricarmen Sequera**  [**marsebu@gmail.com**](mailto:marsebu@gmail.com) | 1. Inam Ali [inam\_ali2005@hotmail.com](mailto:inam_ali2005@hotmail.com) 2. Jazmin Acuña [jazmin@tedic.org](mailto:jazmin@tedic.org) 3. Moataz Shaarawy   [moataz@ofoksystems.com](mailto:moataz@ofoksystems.com)   1. Seun Ojedeji [seun.ojedeji@gmail.com](mailto:seun.ojedeji@gmail.com) 2. Sarah Kiden [skiden@gmail.com](mailto:skiden@gmail.com) | 1. Design and Web Page Sub-Team has been unified. 2. Staff to provide information about hosting, domain name and permissions for the designers to upload the content on Icann website. 3. Maricarmen will send the options for design to choose between ALL members for next call, March 19th. |
| **Content** | In charge of collecting content for the Newsletter and Webpage. Will work with other Atlas II WG Chairs:   1. [Mentoring](1.%09https:/community.icann.org/display/atlarge/ATLAS+II+Mentoring+Program+Working+Group) 2. [Events](1.%09https:/community.icann.org/display/atlarge/ATLAS+II+Sub-Working+Group%3A+Events) 3. [Logistics](1.%09https:/community.icann.org/display/atlarge/ATLAS+II+Sub-Working+Group%3A+Logistics) 4. [Public Relations WG](1.%09https:/community.icann.org/display/atlarge/ATLAS+II+Sub-Working+Group%3A+Public+Relations) 5. [Fayre of Opportunities](1.%09https:/community.icann.org/display/atlarge/ATLAS+II+Fayre+of+Opportunities+Working+Group)   And other Comm. WG Teams:   1. Interview: Manuel Rojas [jumaropi@yahoo.com](mailto:jumaropi@yahoo.com) 2. Logistic: Franco Moya [francoemoya@gmail.com](mailto:francoemoya@gmail.com) 3. Translation: Andreea Gherasim [agherasim17@gmail.com](mailto:agherasim17@gmail.com) 4. Report: Dalene Thompson [thompson.darlene@gmail.com](mailto:thompson.darlene@gmail.com) | **Dev Anand Teelucksiingh**  [**devtee@gmail.com**](mailto:devtee@gmail.com) | 1. Moataz Shaarawy [moataz@ofoksystems.com](mailto:moataz@ofoksystems.com) 2. Konstantin Kalaitzidis [konstant2500@gmail.com](mailto:konstant2500@gmail.com) 3. Plamena Popova [plam.popova@gmail.com](mailto:plam.popova@gmail.com) 4. Philip Jhonson 5. Seun Ojedeji [seun.ojedeji@gmail.com](mailto:seun.ojedeji@gmail.com) | 1. Ask WG Charis to send the content they want to be published on the Website and Newsletter. 2. Coordinate the content production with Juan Manuel Rojas (Interview) and Franco Moya (Logistic) |
| **Interviews** | In charge of interviewing participants and community leaders before and during the Summit.  Will work in coordination with the Content Team and Staff. | **Juan Manuel Rojas**  [**jumaropi@yahoo.com**](mailto:jumaropi@yahoo.com) | Need at least 1 member from each Ralo. | 1. Provide to staff the questionnaire that is going to be sent to chosen members of the community for the pre-Atlas newsletter. Ask if they would like to send a video as well. |
| **Logistics** | In charge of providing information and content about: VISAS, schedules, rooms, transportation, hotel info, maps, information about London, climate, useful apps, eating out, museums, etc. Will work in coordination with [Logistics WG](file:///D:\Mis%20documentos\ICANN\ALAC\1.%09https:\community.icann.org\display\atlarge\ATLAS+II+Sub-Working+Group:+Logistics), [Public Relations WG](file:///D:\Mis%20documentos\ICANN\ALAC\1.%09https:\community.icann.org\display\atlarge\ATLAS+II+Sub-Working+Group:+Public+Relations) and Content and Social Team. | **Franco Moya**  [**francoemoya@gmail.com**](mailto:francoemoya@gmail.com) | 1. Andreea Gherasim [agherasim17@gmail.com](mailto:agherasim17@gmail.com) 2. Inam Ali [inam\_ali2005@hotmail.com](mailto:inam_ali2005@hotmail.com) | 1. Ask the [Logistics WG](file:///D:\Mis%20documentos\ICANN\ALAC\1.%09https:\community.icann.org\display\atlarge\ATLAS+II+Sub-Working+Group:+Logistics) to provide information about logistics that need to be published on the Newsletter and Webpage. |
| **Translations** | In charge of helping staff to provide the translations on time. The expected time to provide the translations ready is the day before at 18:00. Will work in coordination with Staff and Content Team. | **Andreea Gherasim** [**agherasim17@gmail.com**](mailto:agherasim17@gmail.com) | Franco Moya (Portuguese and Spanish) [francoemoya@gmail.com](mailto:francoemoya@gmail.com)  French speaker? | 1. Coordinate the work methodology with staff. |
| **Social Media** | In charge of engaging participants before, during and after the Summit, using social networks.  Will work in coordination with Logistics Team, Ralo Chairs and staff. | **Sergio Salinas Porto**  [**presidencia@internauta.org.ar**](mailto:presidencia@internauta.org.ar) | 1. Moataz Shaarawy [moataz@ofoksystems.com](mailto:moataz@ofoksystems.com) 2. Philip Jhonson | Will work with Ariel Liang [ariel.liang@icann.org](mailto:ariel.liang@icann.org) to create and provide a Social Media Strategy. |
| **Report** | Incharge of reporting daily about the highlights of the day - during the Summit.  Will work in coordination with Content Team.  **Members of this Team must be in London during the Summit.** | **Darlene Thompson**  [**thompson.darlene@gmail.com**](mailto:thompson.darlene@gmail.com) | 1. Plamena Popova [plam.popova@gmail.com](mailto:plam.popova@gmail.com) 2. Konstantin Kalaitzidis [konstant2500@gmail.com](mailto:konstant2500@gmail.com) 3. Sarah Kiden [skiden@gmail.com](mailto:skiden@gmail.com) |  |