

Communication Advisory Task Force

Agenda

Wednesday, November 10, 2021 from 4:15-5:15 pm

MSA Room 2A

Zoom Option

<https://us06web.zoom.us/j/87544996439?pwd=eHFuYmE1MVhSUTdYNUYzcWpoVi9ZUT09>

Meeting ID: 875 4499 6439

Passcode: GJqw0t9g

Present (underlined): Tammy B., Maggie B., Cecelia D., Justin G., Jen H., Jessie H., Kate H., Girish J., Heather K., Ali M., Joell P., Amanda S., Teresa W.

Purpose of Committee (updated after September 2021 Meeting)

1. to advise and maintain procedures and guidelines relating to MSA's branding, marketing and external communications.
 2. to give feedback on communication between different school related groups.
 3. to give feedback on communication between school community members.
 4. to review MSA website components for accuracy and standardization.
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- I. Look at the tabs to detect necessary changes and report these changes to Cecelia, who will communicate with the responsible parties **Website was reviewed and comments were added to a working document for corrections and updates to be completed.**
 - II. Discuss proposals by Administration and/or Justin

Next meeting: December 8th at 4:15 PM.