

# Communications Committee

Group members: Angie Craig, Allisonjvlello, Pat Saylor and Brandon Smith, Melissa Moss, Chad McEwen, Teresa Sheldon, Kim Hawkins

Date	Activity	Responsile Party
October 26,2004	Set up an email contact list & send to everyone on the team to use to communicate upcoming events	Allison Mello
March 1,2006	Creat listserv and message board using Caveland website	Paula and Pam-Caveland
January 11,2005	See if Melissa has the web resources	Paula
After every meeting	Provide AT meeting notes to director of special ed.	Leslie Brauer for minutes— all responsible for getting notes to their director