

AGENDA
March 19, 2020
Communication and Information Workgroup

- I. Welcome
- II. Introductions of any new members—opportunity to share why you chose to be part of this workgroup
- III. Rules of interaction for WebEx meeting – this meeting audio only
- IV. Co-chair still needed
- V. Review of old business:
 - a. Review of minutes from February 20th meeting
 - b. Information on reports and survey
- VI. New Business
 - a. Workgroup Code of Conduct
 - i. Communication protocols in meetings – next meeting will have visual capacity
 - ii. Email communication protocols
 - iii. Information sharing protocols
 - b. Homework discussion
 - i. Discussion of Action Plans reviewed on AARP website
 - c. Vision statement for workgroup
- VII. Wrap up and plans for next meeting