

**Communication Action Team
Meeting Notes
March 24, 2005**

Attendance Kimberly Avery, Julie LeBlanc, Earl Whitlock, Katherine Edgren, Tandy Bidinger

Meeting Overview
(25 words or less) Team started to brainstorm ideas around the implementation plans. Assignments were assigned for task next steps. Still looking to improve attendance and participation at these meetings.

Meeting Notes

1. Review of all Action Items to determine next steps
2. Team Review the Action Items and brainstormed ideas around each of the implementation plans (see attachment)
3. Next steps were discussed and assignments were made.

Action Items

4. Tandy will create a data base file for the stakeholders and Champions that includes address and contact information.
5. Kim will work with Detroit Regional International Crossing Group (DRIC) to see if they will use some of the performance measures developed by the communications team in their upcoming public meeting.
6. All Team members where asked to Develop the key messages further and define what the message will be.
7. Kim will get results of MDOT's target audience survey results.
8. Present team members where asked to follow-up on other team members to solicit their involvement in the team.

Proposed Agenda Topics For Next Meeting

1. Review Action Items (Team Leaders will report out on their progress)
2. Brainstorm additional tasks
3. Review additional members
4. Future meeting dates
5. Next steps

Next Meeting Dates

1. Thursday, April 28th
9:30am – 11:30am, Brighton TSC, 10321 East Grand River, Brighton, MI