

**MIDDLE SCHOOL
JOINT BUILDING COMMITTEE
COMMUNICATION SUB-COMMITTEE**

MINUTES OF JANUARY 14, 2010 MEETING

The Middle School Joint Building Committee (JBC) communication Sub-Committee held a meeting at the Portsmouth Public Library on Thursday, January 14, 2010. The meeting began at 9 am and the following members were present: Lisa Sweet, MaryAnn List, Eric Spear and Ed McDonough. The meeting adjourned at 2:10 pm.

ACTION:

The sub-committee unanimously approved the minutes of January 7th.

DISCUSSION:

The sub-committee reviewed an updated communication plan and relied on JCJ's Project Work Plan to identify key milestones. MaryAnn List agreed to merge the communication template with critical milestones of the project. The committee discussed the need for a person to organize content on the project. Chairperson Lisa Sweet will explore this and report back at the January 21st sub-committee meeting. The committee has set a target date of February 1, 2010 as the date to have a middle school webpage up and running.

NEXT MEETING:

The sub-committee for JBC communication will meet on Thursday, January 21, 2010, 12:30 pm at the Portsmouth Public Library. The agenda will include: Approval of Minutes, Review of Timeline / Template and Update on Content Manager.