

# Strategic Communication Task Force

The Strategic Communication Task Force will create a Strategic Communication plan that will help the VIVO project clarify goals and tactics for reaching out to the local and global VIVO community as well as to external or broader audiences.

## Task force objectives

- To produce a Strategic Communication Plan with project phases to accomplish immediate and longer-term goals
- To engage community members to help with communication tasks
- To elicit feedback on communication tactics and channels
- To create a sustainable plan for communications about VIVO

## Suggested schedule

Invite VIVO community to the first meeting	1 weeks	1/29/20
Review draft Strategic Plan and objectives	1 week	2/5/20
Develop action plan and assign tasks	2 weeks	2/19/20
Preliminary review of deliverables	2 weeks	3/4/20
Revise deliverables	2 weeks	3/18/20
Final review and next steps	2 weeks	4/1/20

## Members

[Julia Trimmer](#) and [Anna Guillaumet](#) - co-leads

Ann Beynon

Bruce Herbert

[Estefania Muñoz](#)

[Carol Minton Morris](#)

## Meetings

The task force meets twice a month on the first and third Wednesdays starting February 5, 2020. Meetings are held at 10:30 EST/4:30 CET.

## Connection Information

Meeting URL: <https://duke.zoom.us/j/825834935>

Meeting ID: 825 834 935

Join by Telephone

For higher quality, dial a number based on your current location.

Dial:

US: +1 646 876 9923 or +1 669 900 6833 or +1 408 638 0968

Meeting ID: 825 834 935

International numbers

Join from an H.323/SIP room system  
H.323: 162.255.37.11 (US West)  
162.255.36.11 (US East)  
221.122.88.195 (China)  
115.114.131.7 (India)  
213.19.144.110 (EMEA)  
103.122.166.55 (Australia)  
209.9.211.110 (Hong Kong)  
64.211.144.160 (Brazil)  
69.174.57.160 (Canada)  
207.226.132.110 (Japan)  
Meeting ID: 825 834 935  
SIP: [825834935@zoomcrc.com](mailto:825834935@zoomcrc.com)

## Agendas and Notes

- Solicit agenda items from task force members 3 days before meeting
- Prepare agenda and distribute no less than 24 hours before meeting
- - [SCTF Meeting Agendas and Notes](#)