

Dear Task Force Team,

Thank you all for a successful first Broadband Task Force meeting. I thought we had a great discussion! Based on the hopes you shared, how you measure success and what will make participation a good experience for you, we've begun the process of "working together." As we build upon this foundation, I am confident we will create and deliver an actionable plan for Minnesota.

To answer some initial questions regarding the web site:

- We can link to external web sites – similar to Mike O'Connor's Urban Users site. Please contact Carlos.seoane@thomsonreuters.com to add additional links.
- We can create a collaboration area, but will determine at the next meeting if it can be made private.
- As a member of the taskforce, you are now subscribed to the website's newsletter. We will use this mechanism to alert all stakeholders of changes to the documents, the schedule or other relevant news items. Please contact Carlos.Seoane@thomsonreuters.com if you need to make changes to your subscription.
- The public can send comments and questions to the task force via the web site – there is a *Contact the Task Force* form available on the site. These e-mails will go to the staff, who will consult us on how to address them. All comments and responses are public information.
- We have created an area for unapproved minutes and work products. Today, this area will be public but is subject to our sub-committee work.
- We have an area for approved minutes. Prior to each meeting, we will review the minutes and vote to approve them. Please read them in advance. This area will always be public. All documents are accessible at www.ultra-high-speed-mn.org
- Look for the September 19 meeting agenda in a few weeks. We will also vote to approve the agenda before each meeting.
- Meeting elements will be typical: welcome, public comment, approval of agenda, approval of minutes, meeting items, and adjournment. I will use Robert's Rules of Order.
- Please submit a photo of yourself for the Broadband Task Force directory. You can submit it to Susan.Lauermann@thomsonreuters.com.

Note: Based on MEA being over October 17, the October meeting has been rescheduled to October 24.

Please let me know if you have any questions, comments or issues,

Thanks again for a successful first meeting!

Warm regards,

Rick