PBAN Web Site Plan

Thank each of you for your participation on the call.  Steven, special thanks to you for your support and assistance in explaining SharePoint.   Based upon our discussion, the following will occur:

1. Steven will establish e-mail accounts based upon the information that I provided below.  Please add address for pclayton, and rharris. Estimated 1/7/11.
2. Steven will set up SharePoint trial accounts for each of the new e-mail addresses and directions on activating and accessing the e-mail accounts.
3. George and Shelby will disseminate the newsletter using the new Pitt e-mail accounts.
4. George and Shelby will provide Steven with a copy of the distribution list, newsletter, and other documents for posting in the PBAN SharePoint (SP).
5. Steven, will move forth with the establishment of a PBAN SP site.  Estimated time 1/24/11.
6. Ramon, schedule another conferences for 1/27/11 to provide an update on the establishment and use of the PBAN SP platform.

If I have omitted or incorrectly referenced any significant item, please advise and correct.

Ramon Harris

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