**Communication Matrix**

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|  **Example of Communication Matrix** |
| **October 1, 2018 Public Meeting** |  |  |  |
| **Item #** | **Action Item** | **Assigned To** | **Deadline** | **Status** |
| **3.1** | Report from Chief Financial Officer, Capital Expenses | Treasurer | March 30By E-mail |  |
| **5.2** | Report on English Language Learners | Superintendent | October 1 |  |