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Subject: File Sharing

Hello everyone,

Enjoyed seeing you all today. I've got some great news! We ran into our IT people on the way back in and chatted with them - it seems that we have several good options for document sharing. Katherine, I know you said you'd look into this for the group, but when we ran into our guys we figured it was worth an ask.

Their top suggestion was Basecamp – this is what we use now to communicate with alliances. I've looked at it, and think this could be a really good option for us to share an updated attendee list that we can all access with ease. It gives a history of updates, so we'll know who updates a document and when the update took place. There is also a handy iPhone app, so that we can update on the go and everyone will have up-to-date information. Our IT guys don't anticipate having any issues with security for this program, as we stressed that security was very important for these documents.

Other options would be Sharefile or Google Docs. We could also look at some other options if none of these suit you.

Again, I'm happy to take the lead and get this up and running so that everyone is set up and able to easily use whatever program we choose.

Thanks – I'm excited about a fun Heritage week and this file-share concept hopefully making all of our lives a bit easier!

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