

## **Telecommuting & Commuter Program Project Initial Meeting**

Friday, March 5th, 2021

12:00pm via Zoom

*Members in attendance: Sarthak Prasad, Audrey Freeman (intern)*

Post to ICAP:

The new Telecommuting & Commuter Program intern met with supervisor Sarthak Prasad on Friday, March 5th, 2021 to discuss the new program and expectations for the coming months. Past research in telecommuting and computer incentive programs at the University of Illinois and other Big 10 universities were related and shared. The team discussed the general timeline of the project and hopes to complete qualitative research in the next month and a half. By the next weekly meeting, the new intern will read through all the articles provided by the transportation SWAT team and attend their bi-monthly meeting this upcoming Wednesday.

Meeting minutes and the March agenda are attached!

### Meeting

#### Background on project

- Developing a commuter incentive program for faculty and students in the coming years
- Collecting data and analyzing telecommuting at the UIUC and other big 10 university
- Past research from 2019 on commuter programs at 6 of the big 10 schools
- After the research section of the project is finished, Audrey and Sarthak will present findings to the Parking department, Facilities & Services, and the Transportation SWATeam

#### Resources

- Transportation SWATeam Box folder with Intern resources
  - Resources for intern document
  - Commute Guidelines

- Comparing options at other universities excel sheet
- Potential teleconferencing survey by HR department at UIUC

### Expectations

- Conclude all research for the commuter program and teleconferencing in the next month to month and a half
- Intern will attend bimonthly transportation SWAT team meeting
- Intern will commit 5-10 hours of week to project

### Goals by Next Meeting

- Read over articles in “resources for Intern” document
- Read through commuter programs at the 6 of the big 10 schools
- Attend Wednesday SWAT meeting