

## Telecommuting & Commuter Program Project

Friday, March 12th, 2021

12:00pm via Zoom

*Members in attendance: Sarthak Prasad, Audrey Freeman*

Post to ICAP:

The Telecommuting & Commuter Program intern met with supervisor Sarthak Prasad on Friday, March 12th, 2021 to discuss updates on the program and goals for the upcoming week. They both attended the Transportation SWATeam meeting on Wednesday, March 10, 2021 and introduced the new role to the group. Moreover, they decided to focus on the telecommuting policy since it is more time sensitive than the commuter incentive program. During this next week, the intern will research telecommuting policies at other Big 10 universities and report them in an updated excel sheet. Once this research has been completed, they will begin conducting interviews with the universities that have telecommuting policies to receive better input.

Meeting minutes are attached!

### Meeting

- Discussed progress since last meeting
  - Attended transportation SWATeam meeting and read through all the intern resources on telecommuting and commuter incentive programs
- Decided to focus more on telecommuting policy for HR department as it is more pertinent and time sensitive than commuter incentive program
- Brainstormed possible questions for when we will interview other schools with telecommuting policies
  - How will it impact their current workforce
  - How are they implementing the new policy?
  - What initial barriers did they experience?

### Goals by Next Meeting

- Research telecommuting policies at at least 7 of the big 10 schools
- Report findings in excel sheet with similar format to the commuter incentive program
- Sarthak will reach out to Michelle/HR department about telecommuting survey