

Tuesday, April 6th, 2021

3 pm via Zoom

*Members in attendance: Sarthak Prasad, Audrey Freeman*

Post to ICAP:

The Telecommuting & Commuter Program intern met with supervisor Sarthak Prasad on Monday, April 6th, 2021 to discuss updates on the program and goals for the upcoming week. Over the past week, they created a questionnaire for the Illinois HR department and a questionnaire for when they begin interviewing other universities about their respective telecommuting programs. Tomorrow, they hope to collaborate with the transportation SWATeam to get feedback on their proposed questions. This week, they plan to investigate telecommuting policies at other Illinois universities (UIC, UIS, ISU) and various Ivy League institutions. They will then plan to narrow down the best schools to reach out to and gather necessary contact information.

Goals for next meeting:

- Feedback on questionnaire from transportation SWATeam
- Gather more information on telecommuting at other illinois and Ivy league schools
- Retrieve contact information for schools that we want to reach out to
- Set up HR meeting on April 22nd