

Friday, April 9th, 2021

2 pm via Zoom

*Members in attendance: Sarthak Prasad, Audrey Freeman*

Post to ICAP:

The Telecommuting & Commuter Program intern met with supervisor Sarthak Prasad on Friday, April 9th, 2021 to discuss updates on the program and goals for the upcoming week. Over the past few days, they continued to research telecommuting programs at other Illinois universities (UIC, UIS, ISU) and various Ivy League institutions. In addition, the transportation SWATeam reviewed the questionnaire for the IHR department and other universities. Once Audrey and Sarthak finish receiving feedback, they will revise and finalize the questionnaire and send out the document to the IHR department. They will also collect the necessary information to contact the employees responsible for telecommuting at the Big 10 Schools, University of Illinois at Springfield and Chicago, as well as Harvard and Yale. Once they gain the contact information, they will draft emails to each of the specified schools and create a google form in case the school is not able to meet over the phone or via zoom.

In email to other universities:

- Suggest 30-45 minute phone call
- Or suggest the google survey

To do for next week:

- Create google form for other universities
- Find contact information for each of the schools we reach out to
  - Reach out to transportation/sustainability department (TDM, transportation coordinator)
  - Schools: Environmental, UIS, UIC, Big 10
- Update questionnaire based on transportation feedback
- Send out questionnaire this upcoming week to IHR department