Launching the Mobility Coalition Sample Agendas

Use the sample agenda and some of the suggested prompts below to develop your own agendas for your initial Mobility Coalition meetings.

Introductions and Team Building

- Welcome remarks
  - Project Manager
  - City or county champion
- Introductions
  - Introduce yourself: Name, pronouns, and affiliations
  - Ice breaker questions:
    - What motivated you to join this work as a coalition member?
    - What do you hope to learn from your peers through this work?
    - What do you hope we accomplish as a coalition?
    - What are you most proud of in the work that you’re currently doing?
- Work Overview
  - Present the Framework for Boosting Mobility and Advancing Equity and your community’s Mobility Metrics
  - Preview that several early meetings will be spent learning about and discussing the Framework
- Q&A
- Next steps

Discussing Expectations

- Welcome and Goals
- Introduce Management Team leads
- Discuss workstyles
  - How do you prefer to receive and communicate information?
  - How do you engage best with others?
  - What opportunities or constraints does your department or organization create for our work?
  - How does the approval process work for your department or organization?
- Agree on norms that will guide the relationships between people on the Mobility Coalition
STEP FOUR / BUILD YOUR COALITION

- Collaboratively set expectations for the Coalition
  - How frequently should our Coalition meet so as to advance the work and not overburden members who have other responsibilities?
  - Which forms of communication does your team or office use?
  - Which forms of communication do you like using most? Why?
  - What does a respectful relationship between Coalition members look like to you?
  - What does a disrespectful relationship between Coalition members look like to you?
  - How should we decide what and when we share our work publicly?
  - How much time can we reasonably expect you to spend on this work each month?

Deciding How Decisions Will Be Made

- Welcome
- Ice breaker
  - What is a value you hold that you want to see come through the coalition decisionmaking process?
- Discuss how various partners typically make decisions
  - Who gets to provide input? Who has the final call?
- Present different decisionmaking methods
  - Consensus model
  - Majority rule
  - Unanimous support
  - Simple majority or plurality
  - Internal government authority
- Debate and agree on the decisionmaking model that the Mobility Coalition will adopt
- Determine Accountability Measures
  - Who is accountable when decisions are not properly met or implemented?
  - How will responsibilities be delegated and distributed across the Coalition?