

## Launching the Mobility Coalition Sample Agendas

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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

- 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?