Preparing for Your Mobility Metrics Coalition Meeting

The following is a list of considerations for convening your Mobility Coalition to determine next steps for data collection:

1. Schedule Mobility Coalition meetings at times where participants can fully engage.

   o Consider Mobility Coalition member calendars and schedule this convening at a time when they can give the process enough attention. Avoid times of the month or year when hard deadlines for other tasks create a high demand for team members' time. If you have community members on your Mobility Coalition, be sure to ask them what hours of the day work best for their schedules, because they may not be able to take off of work or need to find child care in order to attend.

   o If relevant, consider local election timelines and external stakeholder demands when determining the frequency of meetings, assignments, or time given to action items and deadlines. Being proactive around both capacity and pace will help avoid unnecessary confusion, competing interests, or a lack of engagement.

2. Ensure time for reflection and identification of next steps.

   o Plan the meeting agenda with enough time and space for all attendees to share reflections *and* identify next steps. "Next steps" are often the last item on an agenda and are at risk of being rushed or poorly communicated. Build in extra time and address this goal proactively to help ensure this doesn't happen. See the Sample Agenda to Determine Next Steps for Data Collection below, which can help you determine next steps.

3. Assign clear roles to Mobility Coalition members.

   o Give coalition members clear roles when it comes to creating the agenda, facilitating discussion, taking notes, and other logistics. If possible, share the facilitation responsibilities to maximize team engagement and contributions.

   o Depending on the size and interests of your Mobility Coalition, it may make sense to separate the coalition members into smaller discussion groups based on their policy domains of expertise. This can be done within this convening or prepared beforehand. Having smaller groups allows coalition members to discuss logistics and nuances within a particular domain that may not be apparent to the larger group (this includes alternative data sources from programs of interest). These smaller groups can also be a great foundation upon which to build out more formal "Working Groups" when your team starts working on solutions (see Step 7).