

## MEETING MINUTES

**Meeting Date:** June 11, 2021

**Members Present:** Kevin Buettner (OMEGA), Megan Carmel (OMEGA), and Kimberly Burton (OSU)

**Time:** Meeting began at: 2:30pm and adjourned at: 3:00pm

**Place:** MS Teams

### **Agenda:**

1. Purpose of meeting
2. Context of project
3. Summarize SWOT analysis results
4. Confirm project topic
5. Review tasks and timeline
6. Discuss data needs
7. Discuss testers / stakeholders
8. Next Steps
9. Schedule future meetings

### **Brief Summary:**

The purpose of this meeting is to identify your instructional needs and define the scope and length of our work for you.

The project is being developed in the context of an advanced class on instructional technology and therefore it will need to be absolutely done by July 30, 2021.

The SWOT analysis was conducted on June 3, 2021 and focused on Rural Transportation Planning Organizations (RTPOs) in general, with some focus on one RTPO, the Ohio Mid-Eastern Governments Association (OMEGA), which is in eastern rural Ohio, specifically. The client will be the Ohio Appalachian Regional Commission / OMEGA. Learners will be local community officials, County officials, and new RTPO staff for on-boarding. A free on-demand e-learning module posted on a website would a useful tool for the client. Topics to be covered in an e-learning module will include:

- What do RTPOs do? Lots of communities don't know
- Understanding federal/state funding and how RTPOs can help
- Match types of projects with funding options
- Downloadable Resource sheet of funding
- Downloadable Checklists

The project topic was confirmed with the client, then the tasks and the timeline were reviewed. The client was fine with everything as proposed.

Kim requested any existing introductory materials for RTPOs/OMEGA that they currently use to onboard new employees, in addition to a list and description of RTPO/OMEGA services. Kim

also requested any printed summaries or guidance that they currently use for funding. Also, Kevin will send over OMEGA colors and branding template and will send over any preferred graphics or photos with credits that can be used.

OMEGA has identified testers / stakeholders – tentative ideas - Village of Carrollton, City of Coshocton; Kevin will check in with them.

The meeting concluded with a review of next steps and confirming future client meeting dates.

### **Next Steps:**

Kevin/Megan:

- Send information to Kim, 6/14/21 (brochure, RTPPO workplan, etc.) (regionalcouncils.org)
- Confirm testers, 6/18/21
- Sign MOU, 6/18/21
  
- Review module topic outline, 6/25/21
- Review draft PPT slides with module content, 7/2/21
- Review of draft e-learning module in ReviewLink, 7/16/21
  
- Assist with performing stakeholder testing during week of 7/19/21
- Assist with scheduling stakeholder review meeting, 7/9/21
- Participate in stakeholder review meeting, week of 7/19/21
  
- Attend client presentation (invite others as needed), week of 7/26/21
- Final client reviews, 7/30/21 (flexible)
- Publish module to website, 7/30/21 (flexible)

Kim:

- Draft and send MOU, 6/11/21
- Develop templates, week of 6/14/21
- Draft topic outline, week of 6/21/21

### **Future meetings**

- Stakeholder review meeting, week of 7/19/21; tentative - 7/22/21 in the afternoon (Kevin will check)
- Client presentation, week of 7/26/21 – tentative – 7/29/21 in the afternoon (Kim will schedule)