**Agenda**

**TRP Meeting #(X)**

**R27-XXX – (NAME OF PROJECT)**

(Date)

(Time)

(Location)

\*\* This is an example from a kick off meeting.

1. Introduction and Attendees (5-10 min.) (Resp. Person)
2. IDOT/ICT Administrative details (5-10 min.) (Resp. Person)
3. Project kick-off discussion (10-15 min.) (Resp. Person)
4. Presentation by researcher
5. Discussion of work plan and next steps (Group Discussion)
6. Complete Implementation Planning Worksheet (IPW)
7. Review of Action Items (Group Discussion)