

Subject: Project Team Meeting - Safe Access Phase 4	
Client: Transystems	
Project: LSMPO SSATS Phase 4	Project No: 211214
Meeting Date: July 25, 2013	Meeting Location: Lake Helen, FL
Notes by: Mindy Heath	

**Attendees:**

Doug Lynch  
Mike Woods  
Mindy Heath

**Topics Discussed:**

- Revised Schedule.
  - Doug – departure August 3
- Use number of houses instead of updated student locations.
- Videos – Beta School Videos 98% done; package to additional videos.
- Final Meetings.
  - Organized walk to school
  - Bushnell Elementary
  - Lake Pan – same day
    - Mike and Nancy
- Coordinate with Mr. Shirley / Mrs. Temple.
- Sample of videos.
- Get videos out.
  - Get signs from Joan – Doug to call
  - Doug to coordinate with Shirley / Temple
- Show videos.
  - Transystems is credit typo “Doug Lynch Consul~~tant~~ant”
  - Music for credits
  - Wheels on the bus
- School principal – name of school
- Add title page?
  - Front slide from reports
- Wildwood Middle Hugs
  - FDOT logo – check on all
- Fix typos and distribute

- DVD will have menu page
- Walking school bus
  - WSB poster
    - Each district with its own logo – Snyder
    - Logos in upper report corner
  - Logo space
    - Make Word template for flyers and poster to add logos and photos
- Animate walking SB \_\_\_?\_\_\_ map
  - Hyperlink materials slide
- Crossing guard
  - Same logo cornered on poster
  - On poster, add spot for contact (at bottom)
- Brochure
  - Hyperlink to training
  - Hyperlink to PPT on starting a program slide to put sample costs
  - See Wills info (send to Doug)
  - Also add cost information to Word document
- Survey
  - Add information – return
  - Ask questions – before
    - Do you have a staggered dismissal?
  - Rank
  - Add examples to question
  - Narrow down key points to focus on
  - Delete question #9
  - Administer survey in Fall
- Video is first priority – explain
  - Ask principal how to administer
  - Set up Survey Monkey
  - Do parent survey
  - Early November meet with School Board
  - Early to mid-September put signs in Library
- Phase III
- Letters for County, City, State
- Top  $\frac{3}{4}$  per City or County
- Goal is top 20 households
- Community colleges
  - Lake-Sumter Community College

- Stakeholder – ranked priority projects
  - Scott, Ross, \_\_\_?\_\_\_, Fred
  - 10 minute presentation in December to Board for committees
  - Skype
  - Board in December
  - ½ hour for committees, 10 minutes
- 3-minute videos
  - More timeless
  - Follow-up call with Darlene
  - Go to meeting
- Meeting on 9th in the morning

Action/Notes: