



Wisconsin Department of Transportation

Policy and Safety First Research Programs

Meeting Information

Acronyms

AI – Artificial Intelligence
COP – Close-Out Presentation
PI – Principal Investigator – lead researcher
POC – Project Oversight Committee
RFP – Request for Proposal
RLAC – Research and Library Advisory Committee
R&L – WisDOT Research and Library Staff
WisDOT – Wisconsin Department of Transportation

General Meeting Information

- All meetings are typically scheduled by the WisDOT R&L Contract Specialist.
- All meetings are expected to be virtual, unless requested as in-person.
- A POC member will be selected to take meeting notes and send to R&L staff to incorporate into the Meeting Minutes.

AI Tools, Transcription and Recording of Meetings

- With exceptions, WisDOT prohibits the use of AI Meeting Assistants (or similar AI tools) from attending WisDOT-hosted virtual meetings or events.
 - Before any recorded virtual meeting or event takes place, the hosting employee(s) must inform all meeting or event participants in advance that a recording and/or transcription will be created.
- Meeting materials, presentation, shared notes, and Minutes are subject to Open Records Requests.

Workplan Review Meeting – Only if Necessary

- The proposal will be incorporated into the Contract as the Workplan. If any changes are needed in the proposal this may be resolved via email or a Workplan Review Meeting.
- The email with the Letter of Award will include questions regarding the proposed workplan. The Researcher(s) and POC members will be asked to submit any questions or requested clarifications about the proposal.
- The POC Chair and R&L will review any questions and/or requests and determine if they can be resolved through email or a phone call, and only schedule a meeting if necessary.
- If small changes are made to the workplan the budget may need adjustments as well but the final workplan may not exceed the budget limit and duration listed in the RFP.

- If revisions have been made, the date of revision will be on the cover sheet in bold red font below the original date of submission.
- Researcher attendance at meetings and work done prior to the Approved Start Date, stated in the Letter of Approval to Start Work, is not eligible for reimbursement.

Kick-Off Meeting

- Held within the first month of the project.
- 1-hour meeting to review project goals and first steps.
- Kick-Off Presentations
 - R&L will have a 5-10 minute administrative presentation for the team.
 - The POC Chair will discuss the background, research need and objectives/goals of the research, sharing the RFP, workplan or other presentation materials onscreen as appropriate to support the discussion.
 - The Researcher will present an overview of their workplan, Gantt Chart, any project activity already started and next steps, sharing the workplan or other presentation materials onscreen as appropriate to support the discussion.
- The Research Team, POC members and R&L staff will attend.
- A periodic meeting schedule will be discussed and project meetings will be scheduled as needed.

Project Meetings – POC Meetings and Check-In Meetings

- Project Meetings are anticipated at least six times per year (subject to change if necessary).
- These may be POC Meetings or Check-In Meetings.
 - POC Meetings include all POC members, the full research team and R&L.
 - Check-In Meetings include the POC Chair, lead PI and R&L.
- These meetings will be scheduled as POC Meetings, including the full POC and research team, only if key decisions, discussions, or reports are planned.
- If there are long gaps between POC meetings, then Check-in meetings may be scheduled.
- Meetings are not scheduled for QPR review; however, meetings will include a review of the latest QPR and Gantt Chart in addition to the scheduled meeting purpose.

POC Meetings and Interim Reports/Deliverables

- The POC Chair, lead PI, and R&L will schedule meetings at points in the project where key decisions will be made or interim reports/deliverables will be reviewed.
 - 1 hour to 1½ hour-long POC Meetings will be scheduled with the length based on meeting needs.
- The researcher may have a presentation with relevant information and progress updates.
 - Throughout the life of the project there will typically be interim reports/deliverables. Interim reports/deliverables such as literature reviews, survey results and/or test results are not as extensive as the Final Report.
 - Interim reports/deliverables may be presented to the POC as a PowerPoint, Excel spreadsheet, survey, or other types of documents, as appropriate.
 - The researcher is expected to send all meeting materials to R&L no less than 1 week prior

to the meeting for inclusion in the agenda and distribution to the POC.

- The agenda and meeting materials are expected to be distributed approximately 4-5 workdays prior to the meeting.
- POC members are expected to review materials and prepare questions or discussion items prior to the meeting.

Check-in Meetings

- Check-In Meetings are short meetings of 15-30 minutes for the POC Chair, lead PI and R&L staff (and subject matter experts as needed) to touch base.
- The agenda is very limited and a presentation is not expected at check-in meetings.
- Projects of less than 20 months duration - If there are gaps of more than 8 weeks between meetings a check-in may be scheduled.
- Projects of 20 months or longer duration - If there are gaps of more than three months between meetings a check-in may be scheduled.
- Check-in Meetings may also be requested at any time as needs arise.

Pre-Final Reports Meeting (optional)

- Held about 3 months before the end date of the project, if requested.
- This meeting is for the researchers, R&L staff and the POC Chair.
- The purpose is to review expectations and answer any questions regarding Final Reports, deliverables, implementation and the COP.
- No reports are due at this time unless they are stipulated in the Workplan.
- R&L will provide the information and materials needed.

Revisions Discussion (optional)

- Held during the Final Report review and revisions process, if requested.
- This meeting is for the researchers, POC members and R&L staff.
- The purpose is to discuss any revisions, questions or clarifications of the Researcher's Final Report.

Close-Out Presentation (COP)

- Held approximately two weeks before the end date of the project.
- The researchers are allowed 1 hour total for a 30-45 minute PowerPoint presentation and discussion time with the POC.
- Attendees include the POC, R&L, RLAC and may include other WisDOT staff.
- WisDOT welcomes a virtual Close-Out presentation; however, the researcher has the option to present the results in person, paid by project funds, if it has been included in the workplan budget.

If you have further questions, please email research@dot.wi.gov and a Research & Library staff member will respond. Thank you