# **INDOT Public Meeting Agenda**

**[Insert Project / Plan Name]**

**[Insert Meeting Date & Time]**

**Welcome & Introductions**

* Project Team
* If multiple agencies are included, state who they work for
* Introduce any federal state, or local officials present

**Meeting Format**

4:00 – 7:00 pm Open House

5:30 pm Presentation

6:00 pm Open Microphone Session

**Purpose of the Meeting**

* Share background information on the purpose, overview of the session
* Feedback on purpose of meeting, as needed

**Project/Plan Overview**

* Project/plan description
* Purpose and need
* Project/plan history
* Consistency with local/regional plans

**Project/Plan Funding**

* Description of project plan/funding
* Feedback on funding plans

**Project/Plan Schedule**

* History of the project/plan
* Where we are now
* Next steps in decision-making process
* Who is involved in the process
* Identify decision-makers (project sponsor, lead agency)
* Identify the role the public plays
* Who makes decisions and/or is consulted prior to a decision
* Decision points
* Criteria or factors to finalize decisions
* How public input will affect outcome
* How recommendations and comments will be shared

**How to Get Involved**

* Share project/plan sponsor’s contact information

**Questions & Answers**

* Include time for questions and answers from participants

**Thank You & Meeting Conclusion**