Purpose: To complete a vision statement and the start of a work plan that clearly describes what the work group will accomplish and how they will complete the work.

Objectives:
- Agree to a vision statement, goals, and objectives for the work group
- Create a work plan (or at least the start of a work plan)
- Decide on meeting logistics

Agenda:
1. Introduction
2. Vision statement, goals, objectives
   - Justin’s idea
   - Gabe and Brian’s list of crash data elements
   - Discussion
   - Outcome: Agreement on a vision statement
3. Work plan
   - What are the major tasks needed to meet the vision/goals/objectives?
   - Who will do which tasks?
   - What is the timeline?
   - Outcome: Content to fill in a work plan and next steps to complete the work plan
4. Communication with Steering Committee
   - How does the work group want to share the vision and work plan with the Steering Committee?
   - Outcome: Next steps to share the vision and work plan with the Steering Committee (ideally by Steering Committee’s next meeting on August 5)
5. Meeting Logistics
   - When does the work group want to meet next?
   - Should we schedule out a few meetings?
   - How does the work group want to plan for meetings (e.g., create agendas)?
   - Does the work group need or want a facilitator for meetings?
   - How does the work group want to handle meeting notes?
6. Review and Close