Facilitator prepare flip chart with projects listed. Facilitator checks with participants to ensure that they understand what each project is. Modify description if needed. Then, invite participants to write their name beside each project that they want to work on and in the space that indicates whether they want to lead or help.

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| **No.** | **Project** | **Leader** | **Helper** |
| 1 | Manage Award Applications |  | Frank, Chip, Drew |
| 2 | Transportation Equity Network Affiliation | Jing Zhang | Jonathan R, Matt, Jenny, Drew |
| 3 | Formalize Cooperation with Adjacent Communities |  | Christina, Jonathan R, Jenny will ask tentative interest |
| 4 | Facilitate Policy Compliance – Create or Adopt Implementation Checklist for developers |  | Jonathan R, Jonathan N., Drew |
| 5 | Establish and Maintain Driver’s Education Program |  | Marilyn, Frank, Matt |
| 6 | Manage PSA Creation and Distribution |  | Harry, Jenny – connect w/ Safe Comm, Drew |
| 7 | Establish and maintain a comprehensive guide to Morgantown (or broader?) bicycle events | Brian Ricketts | Christina, Drew, Chip |
| 8 | Organize Project Celebration Rides | Drew | Christina |
| 9 | Complete and Implement Bicycle Friendly Business Program | Chip | Jonathan N |
| 10 | Establish and Arrange Police Training |  |  |
| 11 | Establish and Maintain Bicycle Registration |  | Harry, Jonathan N |
| 12 | Update Comprehensive Bicycle Plan |  | Frank, Chip, John W |
| 13 | Facilitate Bicycle Planning in Relevant Agencies | John Whitmore |  |
| 14 | Develop and Implement Usage/Population Surveys |  | Chip, Frank, Jonathan N. |
| 15 | Develop and Implement Economic Impact Studies |  | Harry G (CVB), Chip |
| 16 | Establish and Maintain Bike Mentoring Program |  | Christina |
| 17 | Establish and Maintain Health/Environmental Education Program |  | Harry G, Marilyn |
| 18 | Bike Month | Brian Ricketts | Marilyn, John W, Drew, Frank, Emily V |