TSL Team Meeting // Four

- Do an icebreaker for your team to learn names.
- Have a co-leader take attendance and make note of absentees.
- Use this meeting to dive deep into planning for the activity on your trip (VBS, Kid Zone, Art Project, etc.).
- You will also need to cover the last-minute logistics:
  - Modified packing list for your specific location
  - Security tips/reminders
  - Travel meeting time
  - Hotel details
  - Traveling with proper ID and medical insurance info
  - Who is packing extra supplies needed
  - **Social media:** The official hashtag for all TSL trips is #TransitServiceLine. If you want to distinguish your country, the year, or anything else, please add a separate hashtag to your posts. Do not add it on the end of this one (pretty please). The reason we'd love for you to use #TransitServiceLine is so students for years to come will have a place to see all of our TSL adventures!
  - **Photos:** We would LOVE for you to ask one adult on your trip to be in charge of photography while you are traveling. Ideally this person would have an actual camera and not just a phone, but we will work with what we have! In late June/early July, we will be reaching out to get those pictures from you. (We collect these to use for future trip promotions of your location.) After selecting this person, please give them our TSL photography guide. (you can print that from **here**)
  - **Swag:** Everyone should have their TSL shirt. If not, please let us know. Please pass out the Transit water bottles for the trip and have members write their name on the tag sticker (might want to have some Sharpies handy). Every **student** will also get a cell phone stand so they can video-journal every night of the trip their answers to these two questions:
    - What did I learn today?
    - What is something that surprised me today?
  - Save plenty of time for Q&A!

Items to Include in Follow-Up Email After Meeting Four

- Overview of what was discussed
- Detailed final trip launch logistics
- Reminder to bring passports (for international trips)