



Project Meeting Minutes

Kickoff Meeting

Thursday May 6, 2010, 3:00PM to 3:40PM

TransCore Teleconference:

1-800-266-7915

Code: 382506

Attendees:

Adam Humphrey, MoDOT District 8

Roger Lile, City of Springfield

Rick Zygowicz, TransCore

Blake Hansen, TransCore

Amy Worzella, TransCore (Minutes)

1-Project Schedule

- Review Previous Schedule – The previous schedule was reviewed and it was determined that there was a newer version with dates closer to May for the project start date. Blake Hansen distributed the most recent version to the group.
- New Preliminary Schedule – The new schedule was approved by the group. No changes were made to the dates in the agenda and it is shown below:

New Schedule

- Project Start Date: **May 6, 2010 (Kick Off Meeting)**
- Integrate Stakeholder Inventory by ... **May 21, 2010**
- Regional Operations Concept by ... **May 21, 2010**
- Identify Project / System Deployment Inventory by ... **May 25, 2010**
- Develop Functional Requirement Listing by ... **June 9, 2010**
- Update and document the regional architecture by ... **June 23, 2010**
- Develop ITS Standards by ... **June 23, 2010**
- Develop Agreements Inventory by ... **June 23, 2010**
- Integrate Agreements Inventory by ... **June 29, 2010**
- Upcoming Tasks – The following task are scheduled for completion by the end of May; Integrate Stakeholder Inventory, Regional Operations Concept and Identify Project / System Deployment Inventory.
- Completion Deadline – The schedules completion deadline is June 30, 2010.

2-Project Status Meetings

- Frequency – It was determined by the group that weekly status meetings would be beneficial in keeping the project on track.
- Establish date and times – Adam Humphrey indicated via email on May 6 that Thursday's at 3:00PM CST would be the best time for MoDOT and the City of Springfield.
- Identify who needs to be invited – The attendees will be Rick Zygowicz (TransCore), Blake Hansen (TransCore), Adam Humphrey (MoDOT), Roger Lile (City of

Springfield), Jason Haynes (City of Springfield), Joseph Rickman (MoDOT), and David Morris (FWHA, when appropriate). Sandra Riley (MoDOT Contracts) will be contacted as appropriate.

3-Upcoming Tasks

- Kickoff meeting – The meeting today is considered the Kickoff Meeting per the group since there will be no formal meeting with stakeholders.
- System deployment inventory – TransCore: TransCore will review all documents in hand. Other documents to seek were discussed and are noted below:
 1. City of Springfield ATMS Deployments Plans (ITS devices used)
 2. New TIM Center
 3. State Transportation Improvement Plan
 4. City of Springfield capitol improvements that are voted on (Jason Haynes)
 5. Public transportation/transit plans in the District (Adam will be contacting Stakeholders for this information)
 6. Projects should be within next 5 years
- Stakeholder Inventory – MoDOT: Adam Humphrey will be contacting each stakeholder individually for information within the next two weeks. Items of note will be changes, additions, and new contact information for each stakeholder. Rick Zygowicz will be sending Adam an example format for documenting the information in Microsoft Word.
- Regional Operations Concept – MoDOT: Adam Humphrey discussed expanding the region to include the entire District 8 vs. the region being only four counties as it was in the previous ITS Architecture document. Rick Zygowicz indicated this is possible (redefining the regional description) and won't conflict with the current statewide architecture.

4-Next Steps

- The next meeting will be Thursday May 13, 2010 at 3PM CST, a confirmation email will be sent out by Rick Zygowicz.
- Rick Zygowicz will send Adam Humphrey a format for the stakeholder information.
- Rick Zygowicz will distribute the minutes to the group.
- Adam Humphrey will send Rick Zygowicz the STIP document, and any other documents and plans that should be included in the system deployment inventory.
- Adam Humphrey will contact the stakeholders to obtain the most recent contact information and documents pertaining to the system deployment inventory.