



## **Project Meeting Minutes**

### **Kickoff Meeting**

**Thursday May 13, 2010, 3:00PM to 3:30PM**

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)

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### **1-Project Status**

- Progress on Current Tasks – Rick Zygowicz sent the stakeholder and regional concept forms to Adam Humphrey. Adam Humphrey made contact with stakeholders. Adam is also working on accessing the STIP document and finding a contact for FHWA.
- Review Action Items From Last Meeting – This is covered in the previous bullet.
- Stakeholder Form – The form asks for information on social media sites, which may be helpful in obtaining information from the stakeholder in the future. Adam will ask each stakeholder if they have any online documents or planning documents related to ITS. Some follow up calls may need to be made to obtain documents.
- Regional Concept Template – The template identifies what type of center each stakeholder falls under. The bullets are from the National ITS Architecture, but can be changed if needed. It is possible to add new stakeholders under any center type, and to have some agencies be listed under two categories (such as MoDOT) where the services they provide overlap. Rick indicated Adam should look on the National ITS Architecture website to see what market packages match up, and to consider what projects are existing and planned for the market package tags.

### **2-Project Discussions**

- PMP Forms – Rick presented the Project Management forms that TransCore will be using to track the project.
- Format for Future Deliverables – TransCore has established a shared workspace website page for posting project documents. The site can be used by anyone set up with a password. This site will allow for large documents to be uploaded and downloaded. Rick sent instructions on how to use the site to Adam and Roger. This will be the medium for delivering turbo documents, and Adam and Roger agreed to receive the turbo documents in digital format (with there being a written executive summary to accompany the digital file).

Rick will send Adam and Roger a link to the latest turbo software, and send a copy of the 2004 Springfield Architecture files. The older file will not have all the tabs filled in because those tabs did not exist in 2004.

### **3-Upcoming Tasks**

- Stakeholder Inventory - MoDOT – The stakeholder inventory will be completed by Adam Humphrey by May 21, 2010.
- System Deployment Inventory: TransCore will review all documents in hand by May 25, 2010. 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. Other projects within next 5 years
- Regional Operations Concept – MoDOT: Adam Humphrey will complete his section by May 21, 2010.

### **4-Next Steps**

- Next Meeting: The next meeting will be Thursday May 27, 2010 at 3PM CST. A confirmation email will be sent out by Rick Zygowicz. (The previous week there was no meeting due to scheduling conflicts.)
- Action Items:
- Rick Zygowicz will send Adam Humphrey a link to the National Architecture Turbo software.
- 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.