



## **Project Meeting Minutes**

**Thursday June 03, 2010, 3:00PM to 3:30PM**

TransCore Teleconference:  
1-800-266-7915  
Code: 382506

### Attendees:

Adam Humphrey, MoDOT District 8  
Rick Zygowicz, TransCore  
Blake Hansen, TransCore  
Amy Worzella, TransCore (Minutes)

### Invited but could not attend:

Roger Lile, City of Springfield

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## **1-Project Status**

- Progress on Current Tasks – The system deployment document was handed in. There will be no changes made to the document from the STIP. The Functional Requirements document is due on June 9, 2010.
- Review Action Items From Last Meeting (5/27/2010) –
  - **Completed:** Rick Zygowicz will verify Adam Humphrey was emailed a link to the National Architecture Turbo software.
  - **Completed:** Rick Zygowicz will send out the Stake Holder Inventory, revised Project/ System Deployment Inventory, and Regional Concept Documents for MoDOT to review.
  - **Completed:** Rick Zygowicz will distribute the minutes to the group.
  - **Pending:** Rick Zygowicz will send Adam an example “Agreements Inventory Form”. This will be done the week of June 7th. Any agreements between MoDOT and the City of Springfield won’t be done until after June.
  - **Completed:** Adam Humphrey will send Rick Zygowicz the STIP documents (related to ITS projects) and a link to the entire files which are online.
  - **In Progress:** TransCore will begin work on the Functional Requirements Document.

## **2-Project Discussions**

- Review any Outstanding Issues – There were no outstanding issues at this time. TransCore will be issuing an invoice before June 21<sup>st</sup>, to meet MoDOT end of month invoice deadlines. Blake will be on vacation from June 14- June 18, so will not be able to attend the weekly progress meeting.

## **3-Upcoming Tasks**

- System Deployment Inventory –TransCore – After TransCore review, there is nothing in the STIP that affects the most recent version of the document. Adam will review this document with Roger.

- Regional Architecture Update - TransCore – TransCore is working on the Functional Requirements document due on June 9. MoDOT needs to install the most recent version of Turbo to view the previous and new architecture files. Rick will post the Turbo program on the shared workspace.
- Agency Agreements – MoDOT: Adam will check what agreements exist that can be included in the document. Rick will send Adam a sample form.

#### **4-Next Steps**

- Next Meeting: The next meeting might be held on Friday June 11, 2010 (prior to noon CST) or on Monday June 14<sup>th</sup> (after 10AM CST). The meeting cannot be held on Thursday June 10 due to scheduling conflicts.
- Action Items:
  - Rick Zygowicz will post the National Architecture Turbo software on the shared workspace site.
  - Adam will review the Stake Holder Inventory, revised Project/ System Deployment Inventory, and Regional Concept Documents with Roger.
  - Rick Zygowicz will distribute the minutes to the group.
  - Rick Zygowicz will send Adam an example “Agreements Inventory Form”.
  - Adam will find any existing agreements for the “Agreements Inventory Form”.
  - TransCore will continue working on the Functional Requirements Document that is due on June 9<sup>th</sup>.
  - Rick will send out an invoice for work done to date, along with another invoice by June 21 to meet the end of month deadline.