



NOACA ITS Architecture Comprehensive Update
Monthly Project Meeting
Thursday, October 25, 2018, 9:30 AM – 10:30 AM (EDT)

Meeting Minutes

1. Introductions

The meeting was conducted via teleconference and WebEx. The following individuals participated in the meeting:

- Brian Blayney, NOACA Project Manager
- Ming-Shiun Lee, AECOM Project Manager
- Dale Schiavoni, AECOM
- Dan Nelson, AECOM
- Sam van Hecke, Cambridge Systematics

2. Stakeholder Surveys

- Ming noted 33 responses had been received to date on the ITS Needs Survey. An additional 2 responses were received on the ITS Capabilities Survey after the stakeholder workshops.
- The following agencies had not returned ITS Capabilities surveys and would be candidates for follow-up interviews by phone:
 - Cities of Cleveland, Parma, and Lakewood in Cuyahoga County
 - Cities of Lorain and Elyria in Lorain County
 - County Engineers for Cuyahoga, Lorain and Medina Counties
 - US Coast Guard
- Action: AECOM to schedule follow-up interviews with targeted agencies by phone.

3. Upcoming Activities and Deliverables

- Ming reviewed the following upcoming activities as noted on the agenda:
 - AECOM to perform stakeholder follow-up interviews in first two weeks of November 2018
 - AECOM to provide a Stakeholder Roles and Responsibilities report to NOACA for review by November 15, 2018
 - AECOM to provide a Needs Analysis/Gap Assessment Report to NOACA for review by November 15, 2018
 - AECOM and Cambridge Systematics to update the list of Current and Planned ITS Elements in the NOACA Regional ITS Architecture. Estimated completion date is January 2019.

4. Project Status Report

- Ming noted that a Monthly Project Status Report was provided via email prior to the meeting to meeting attendees. Project was currently on schedule and on budget.

5. Other Discussion

- No other items were discussed beyond what has been noted in these meeting minutes.