NOACA ITS Architecture Comprehensive Update
Monthly Project Meeting
Thursday, June 28, 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
   - Kathy Sarli, NOACA
   - Marvin Hays, NOACA
   - Ming-Shiun Lee, AECOM Project Manager
   - Dale Schiavoni, AECOM
   - Dan Nelson, AECOM
   - Sam Van Hecke, Cambridge

2. **Project Status Report**
   Ming reported the project status. A Monthly Project Status Report was provided to the participants via email prior to the meeting. Project is currently on schedule and on budget.

3. **Comments on Project Management Plan**
   - Ming requested any comments on the Project Management Plan (PMP).
   - Brian noted that he has no comments at this time but would provide comments, if any, upon further review.
   - Ming noted that the PMP is a living document and will be updated as needed over time.

4. **Comments on Stakeholder Engagement Plan**
   - Ming requested any comments on the Stakeholder Engagement Plan.
   - Marvin inquired if the AECOM Team has identified potential dates for the first round of stakeholder workshops.
   - Brian noted that the group could tentatively hold the period of Sept. 25th to 27th for the first round of stakeholder workshops.
   - Marvin would look at early September and early October as potential alternate periods of time for the first round of stakeholder workshops.
   - Brian would work with NOACA IT staff to grant AECOM staff ability to upload files and make changes to the project web page(s) on the NOACA web site. If granting AECOM staff access to the NOACA web site is not feasible, AECOM would identify alternatives for updating and maintaining contents on the project web page(s).
   - Brian noted that some stakeholders may have limited knowledge on ITS. A stakeholder survey on ITS may be best conducted after the first round of stakeholder workshops.
   - Ming noted that AECOM has created a one-pager that introduces ITS to stakeholders who are unfamiliar with the term and some of the technologies. Ming also noted that the survey could be distributed during the first round of workshops as well.

- Brian noted that he would be fine distributing the survey during the workshops and allowing them additional time to return the survey after the workshops as well, to allow stakeholders time to gather additional information as needed.
- Brian also noted that it might be beneficial to record the stakeholder workshops for those cannot attend. The group discussed the possibilities of doing audio or video recordings of the workshops.
- **Action**: AECOM to revisit and propose a schedule for administering the stakeholder survey.
- **Action**: AECOM and NOACA to review the options for recording the PPT presentation and discussion during the workshops and/or the entire workshops. Decision to be made later.

5. **Project Steering Committee**
   - Kathy noted the steering committee list is under review by Grace Gallucci but near approval.
   - Kathy also noted the number of committee members have been reduced to 24.
   - Brian recommended to schedule the first project steering committee meeting in the last week of July.
   - **Action**: NOACA to send formal invitation to project steering committee when ready.

6. **Stakeholder Outreach**
   - Dan reviewed the stakeholder list provided via email prior to the meeting. Dan noted that the shaded rows were contacts for whom email address information could not be obtained, though some email addresses were found since Tuesday.
   - Kathy noted that City of Cleveland planning and port control contacts at the top of page 5 could be updated to reflect current contacts.
   - Ming noted that AECOM would be providing NOACA with a draft project introduction message for use in distributing to stakeholders on the list.
   - **Action**: Dan to update stakeholder list and provide contacts for whom email address information cannot be obtained to NOACA for reference
   - **Action**: Ming to provide draft introduction email, draft survey, and draft one-page non-technical overview of ITS for use in distributing to the group.

7. **Upcoming Activities**
   No other upcoming activities noted beyond what has been noted in these meeting minutes.

8. **Other Discussion**
   No other items were discussed beyond what has been noted in these meeting minutes.