OPERATIONS TASK FORCE MEETING MINUTES
Wednesday, March 2, 2016 @ 9:30am
H-GAC, 2nd Floor Conference Room A

Present:
Ugonna Ughanze, TxDOT; Scott Elmer, Missouri City; Jason Vaughn, Sugar Land; Jack Whaley, TranStar; David Jones, Harris County; David Fink, TxDOT; Charlie Stevens, TTI; Tony Voigt, TTI; Michael Leech, Pearland; Alesia Gamboa, TxDOT-Austin; Jianming Ma, TxDOT-Austin; Jeff Kaufman

Minutes Review
- We did not have a quorum so minutes could not be approved. No comments received on the minutes as provided

ITS Architecture/Systems Engineering Scope
- Charlie and Tony went over the revised scope of services for the Enhanced TSM&O Clearinghouse concept. Key issues include:
  - Development of a living web-based ITS Architecture that could be downloaded for individual projects
  - Regular quarterly updates will be a regular item for Operations Task Force meetings
  - Build off of the Capability Maturity Model process from FHWA for the region
  - Develop Systems Engineering Evaluation Process
  - Conduct a communication inventory
  - Charlie passed out a set of needed information from agencies about their systems
- Operations Task Force meetings will be the discussion group to address any proposed amendments to the ITS Architecture.
- Predominant focus of the ITS Architecture will involve more mature and common systems.

ITS/Operation Projects Planning Factors
- We need to reword the triple-negative item –
- We may wish to address the requirement of having a budget for systems engineering for high-risk projects
  - Is there budget available for high-risk systems engineering if required?
  - There should be some determination of high-risk/low-risk involved
- Under Asset Management – Item should be changed to "Demonstrate past five years of maintenance budget and spending for past ITS projects"
- Planning factors should otherwise stay the same.
- Continue TOPS B/C for project analysis.

Bylaws
- Add information on attendance requirements
- Change meeting times to quarterly instead of monthly.

Potential next meeting in May