ITS CABINET DESIGN TEAM TELECONFERENCE
TUESDAY, 11/02/10, 03:00-04:00 PM ET

ATTENDEES

| Ron Johnson, Harris County, TX * | N/A |
| Ralph Boaz, Pillar Consulting * |    |
| Jim Rose, Econolite *           |    |
| Scott Evans, EDI *              |    |
| Steve Alonge, Noblis            |    |
| Craig Gardner, Intelight ITS *  |    |
| Joe Palsa, Clary                |    |
| James Kinnard, Adaptive Solutions | |
| Leah Fuss, Econolite            |    |

[Voting Members and Recent Attendees Not Present]

[Action items are assigned using the form "[ACTION: LASTNAME]."]

GENERAL
• Ralph Boaz led introductions.
• Brent Katauskas and Reza Roozitalab were unavailable for this meeting.
• Meeting guidelines given by Ralph.

DISCUSSED DOCUMENT FORMAT
• Will follow James Kinnard's Version 1.02 design MS Word document as a template.
• We are not specifying the depth of the paragraph numbering in the text but the table of contents will have the depth limited to some appropriate level (4 suggested).
• Pictures/drawings are to be put inline with text within the word document.
• Source pictures and drawings are to be in AutoCAD format or MS Office source (PowerPoint, Word, Excel, Visio, etc.).

DESIGN ASSIGNMENT
• Official members of the design team are: Ron Johnson, Jim Rose, Leah Fuss, Scott Evans, Craig Gardner, James Kinnard, Brent Katauskas, Reza Roozitalab, and Joe Palsa.
• High-level design groups were discussed as follows:
  – General Cabinet Design – Leah, Craig, Brent, Joe, Scott Reza
  – Input-Focus Design – Ron, James
  – Output-Focus Design – Jim, Leah, Craig, Scott, Reza
• James to fill in where ever needed.
• James to be the gatherer of design inputs.
• Ralph to assist with putting together the document.
• Need to have design team volunteer for the specific design items. An email request should go out. [ACTION: BOAZ]

DISCUSSED SCHEDULE
• We will not be able to put together a schedule until we get feedback from the volunteers on what they feel it will take for them to get their job done.

NEXT MEETINGS/TELECONFERENCES
• Teleconference, 12:00-2:00 PM ET, Thursday, 11/04/10. Will discuss what we are doing design wise and then go through requirements.