Advanced Transportation Controller (ATC)
ITS Cabinet Working Group Teleconference
Wednesday, 06/25/08, 02:00 PM ET

1. Attendees

- Siva Narla, ITE
- Ralph Boaz, Pillar Consulting *
- Jean Johnson, NEMA
- Scott Evans, EDI *
- Bob Rausch, TransCore *
- Jean Johnson, NEMA
- Ron Johnson, Harris County, TX *
- Mohamed Talas, NYCDOT *
- Leah Fuss, Econolite
- Sean Coughlin, Caltrans
- Bruce Eisenhart, ConSysTec
- Tim Fiebrich, Siemens ITS *
- Joe Palsa, Clary Corp.
- Ed Fok, FHWA
- Ed Seymour, TTI
- Dave Miller, Siemens ITS
- Bruce Schopp, NEMA
- James Kinnard, Adaptive Solutions
- Jim Rose, Econolite *
- Blake Christie, Noblis
- Douglas Acker, McCain Traffic
- Herasmo Iniguez, Caltrans
- Minh Tran, Caltrans *
- Guillermo Ramos, NYSDOT
- Paul Olson, FHWA
- Arnold Offner, Phoenix Contact
- Rami Emadi, Iteris

[Action items are assigned using capitalized last names in brackets.]
[Voting members of the ITS Cabinet Working Group are indicated by *.

ITS Cabinet Working Group Voting Members Not Present

- Clyde Neel, Naztec *
- Craig Gardner, Intelight *
- Reza Rozitalab, McCain Traffic *
- Peter Ragsdale, Quixote/US Traffic *
- Ken Montgomery, Georgia DOT *
- Raul De Anda, LA DOT *
- Robert Welborn, City of Houston *
- Chuck Morrison, City of Seattle *
- Dave Holstein, Ohio DOT *
- Jim Waggoneer, City of San Francisco *

Note that public sector working group members are eligible for reimbursement for travel expenses to committee meetings. All members must not miss more than 3 teleconferences or meetings in a row, or they will be declared observing members in accordance with the Bi-Laws for the working groups. Observing members are not eligible for reimbursement for travel expenses to committee meetings.

Note that prior to the teleconference, copies of the Project Management Plan (PMP), the System Engineering Management Plan (SEMP), the Bi-Laws, and the committee roster were circulated to the ATC Cabinet Reflector and the ACT Cabinet Working group members.

The consultant team responsible for the development of this standard is shown below. This team was selected by ITE who will be managing this contract:

- Ralph Boaz, Pillar Consulting (Project Manager and technical content)
- Bruce Eisenhart, ConSysTec (Systems Engineer)
- James Kinnard, Adaptive Solutions (Consultant – technical content)
The co-chairs for the ATC Cabinet working group are Ron Johnson representing the public sector (Harris County, TX) and Bob Rausch (TransCore).

2. General Discussion

2.1. Administrative
- Self Introductions
- Siva Narla stated ITE anti-trust guidelines.
- Bob Rausch went through agenda.

2.2. Project Management Plan (PMP)
- Ralph Boaz walked through the PMP with the WG.
- Key objectives are to perform a Systems Engineering Process to formalize user needs and requirements for all cabinets. This is a big picture, encompassing all cabinet needs.
- Low power feature enhancements will be considered during the user needs and requirements gathering for the ITS Cabinet V2 Standard.
- Ralph asked about the B-Item list that was mentioned in the Work Order and carried to the PMP. Scott Evans to provide notes from previous meetings. [EVANS]
- Ralph, Bob, Ron Johnson and Scott Evans to review these items and check impact on PMP. [BOAZ/EVANS/RAUSCH/RJOHNSON]
- A key element that requires working group support is a User Needs Workshop. It was suggested that tasks be added to the PMP that address preparations for the workshop, the solicitation of input from industry and the announcement. Ralph agreed to make additions. It was also noted that advance notice was critical for the arrangement of travel for most public sector participants. [BOAZ]
- It was discussed that the workshop could be held as a web meeting but consensus was to make it a face-to-face meeting.
- Ralph indicated that the workshop was not intended to be a one day event and that it would be changed to reflect the WG’s wishes in the next version of the PMP. (It was noted that there was an inconsistency between the project plan and the wording in the PMP document.) [BOAZ]

2.3. Systems Engineering Management Plan (SEMP)
- Bruce Eisnehart walked through the SEMP with the WG.
- Bruce will assist the WG throughout the project to help formalize the user needs and requirements.
- Objectives were taken from the PMP.
- It was discussed that it was not yet determined what backwards compatibility meant and if it was required. These issues would be included in the development of the user needs and requirements portion of the ConOps.
- Bruce stated that verification and validation was not in terms of the development of a device but from one stage to another for the standard to make sure it was complete and correct.

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1 These were issues discussed during the development of Version 1 of the ITS cabinet that were placed on hold to be considered during the development of version 2 of the ITS cabinet standard.
- Technical reviews from the PMP have been included in the project plan, but it is not yet confirmed which will be via teleconference, web, or face-to-face.

2.4. Discussed By-Laws.
- WG was instructed to review. The ATC cabinet working group was instantiated by the ATC Joint committee and was directed to operate under the same guidelines as the ATC Joint committee to be consistent with the other joint standards development projects.

2.5. Discussed WG Membership
- Siva asked that all voting members send Dave Miller and Siva their full contact info. Please include second email addresses if you have trouble receiving attachments. [ITS CAB WG]
- The current WG membership list indicates a traffic cabinet design next to the agency members of the WG. This is only to help show/maintain a balance on the committee. It was noted that the 332 was a typo and should have stated 3XX indicating any variety of the 300 series cabinet commonly used for 170 and 2070 implementations.
- It was noted that there is a voting membership of the ITS Cabinet WG necessary to move work forward but any participant's contributions will have equal consideration.
- There will be a WG FTP website made available by ITE for interim work products, notes, agendas, etc. [NARLA]
- It was suggested that the ftp site and committee work area be restricted requiring a user name and password for access since there were working documents and not to be used for general distribution. [NARLA]
- It was suggested (Scott) that the ATC Cabinet reflector be used to send notices that there were documents on the working group web site and then it was the responsibility of the members and interested parties to retrieve the documents from the ftp site; this reduces the issue of attachments being lost or blocked during distribution. [NARLA]

Note: there was considerable discussion amongst several members of the working group regarding the intended outcome of the project, and how the development of Version 2 related to the earlier version of the standard (V1) or other cabinet standards (e.g. 3XX, NEMA). The conclusion at this stage of the project was that all of these issues should be brought up during the development of the user needs and requirements – and that such issues would be discussed later, after the SEP had been used to better understand what was needed, what was lacking in the current standards (if anything), and the best directions forward. It was suggested that it would be inappropriate to pre-judge the solution at this step in the process – those issues will be discussed later once we have a firm understanding of the user needs and requirements.

3. UPCOMING MEETINGS/EVENTS
- All inputs regarding the PMP and SEMP due by COB, Monday, June 30th.
- User Needs Workshop and ITS Cabinet WG Meeting tentatively scheduled for 09/29/08-10/02/08 at the TranStar facility in Houston, TX. ½ day WG Mtng 09/29, Workshop 09/30-10/01, ½ day WG Mtng 10/02. Note that the exact allocation of time is subject to change. Notice to be sent out shortly. [NARLA]
- Next teleconferences TBD. [RAUSCH/RJOHNSON]
4. SUMMARY OF ACTION ITEMS

- [ACTION080625-1] Ralph asked about the B-Item list\(^2\) that was mentioned in the Work Order and carried to the PMP. Scott Evans to provide notes from previous meetings. [EVANS]

- [ACTION080625-2] Ralph, Bob, Ron Johnson and Scott Evans to review these items and check impact on PMP. [BOAZ/EVANS/RAUSCH/RJOHNSON]

- [ACTION080625-3] A key element that requires working group support is a User Needs Workshop. It was suggested that tasks be added to the PMP that address preparations for the workshop, the solicitation of input from industry and the announcement. Ralph agreed to make additions. It was also noted that advance notice was critical for the arrangement of travel for most public sector participants. [BOAZ]

- [ACTION080625-4] Ralph indicated that the workshop was not intended to be a one day event and that it would be changed to reflect the WG's wishes in the next version of the PMP. (It was noted that there was an inconsistency between the project plan and the wording in the PMP document.) [BOAZ]

- [ACTION080625-5] Siva asked that all voting members send Dave Miller and Siva their full contact info. Please include second email addresses if you have trouble receiving attachments. [ITS CAB WG]

- [ACTION080625-6] There will be a WG FTP website made available by ITE for interim work products, notes, agendas, etc. [NARLA]

- [ACTION080625-7] It was suggested that the ftp site and committee work area be restricted requiring a user name and password for access since there were working documents and not to be used for general distribution. [NARLA]

- [ACTION080625-8] It was suggested (Scott) that the ATC Cabinet reflector be used to send notices that there were documents on the working group web site and then it was the responsibility of the members and interested parties to retrieve the documents from the ftp site; this reduces the issue of attachments being lost or blocked during distribution. [NARLA]

- [ACTION080625-9] User Needs Workshop and ITS Cabinet WG Meeting tentatively scheduled for 09/29/08-10/02/08 at the TranStar facility in Houston, TX. ½ day WG Mtng 09/29, Workshop 09/30-10/01, ½ day WG Mtng 10/02. Note that the exact allocation of time is subject to change. Notice to be sent out shortly. [NARLA]

- [ACTION080625-10] Next teleconferences TBD. [RAUSCH/RJOHNSON]

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\(^2\) These were issues discussed during the development of Version 1 of the ITS cabinet that were placed on hold to be considered during the development of version 2 of the ITS cabinet standard.