**Model Task Force Visualization Committee:**

**Kick-Off Meeting**

 **January 16, 2024 | 9:00am – 10:00am**

Teams

Meeting Agenda

1. **Charge of the Committee**
	1. Develop best practices of visualization
		1. National scan of established practices.
			1. Understand what others are doing and develop guidance to be included in manual.
		2. Understand **why** visualization is important.
		3. Final guidance due prior to next Model Task Force Meeting.
	2. Discover needs and priorities of committee members
		1. Suggested to understand questions users want to answer, but find it difficult to do with the data from the model?
		2. Quickly understand changes to the model.
			1. Would make model more usable, particularly to planners and other non-modelers.
		3. Collaborative data sharing
			1. Suggestion of visualization or tracking system for everyone to submit inputs for sharing
				1. Lessen burden on districts to gather local data
				2. Ensures inputs are standardized and correct
		4. Would like to see some means of flagging roadways or corridors that have poor validation from base year.
			1. Allow users to understand limitations of base year data for future years.
		5. Explore a method to convey ranges, as opposed to focusing on single numbers.
2. **Expectations/Suggestions from Committee Members**
	1. Develop user stories
		1. Identify who are the end users.
		2. Understand who is affected by guidance based on gathered user stories.
		3. Are there specific things modelers have been needing/asking for?
	2. Model is disconnected from end product
		1. Understand how model is visualized and how to integrate with end product.
	3. Should there be a discussion or separate group on the specific software used to visualize?
		1. GIS, Tableau, PBI, etc.
	4. Additional data sources and considerations
		1. Trip Generation.
		2. As models evolve into Context Class, look at some type of connection between trips and Context Classification.
		3. Travel Characteristics
			1. usually have data for base data, but not for forecast years.
		4. Aggregations can be helpful for avoiding visual overload.
	5. Base Year discussions
		1. Base years is 2020, but use 2019 traffic volume data.
			1. Traffic data is from 2019 to avoid COVID skewing numbers.
			2. Base Year should be clearly stated.
3. **Action Items**

**Completed Action Items**

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| --- | --- | --- | --- | --- |
| **Action Item** | **Due Date** | **Person Responsible** | **Completion Date** | **Notes** |
| Host Kick-Off meeting | 1/16/2024 | Visualization Committee | 1/16/2024 |  |

**Ongoing/New Action Items**

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| --- | --- | --- | --- |
| **Action Item** | **Due Date** | **Person Responsible** | **Notes** |
| Obtain examples from districts | Ongoing | Committee |  |
| National Scan of current practices | Ongoing | Committee |  |
| Refine Scope of Committee | Ongoing | Committee chairs (Jeanette, Janelle, Regina) |  |