**Meeting Notes**

**Change Management Board**

September 19, 2019 – 8:00 a.m. – 10:00 a.m.

**Version 0.1**

 

Prepared for:

Florida Department of Transportation

Traffic Engineering and Operations Office

Transportation Systems Management and Operations Program

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**List of Acronyms and Abbreviations**

C2C Center-to-Center

CFX Central Florida Expressway Authority

CMB Change Management Board

CO Central Office

ConOps Concept of Operations

D(number) FDOT District (number)

DMS Dynamic Message Sign

DTOE District Traffic Operations Engineer

EM Event Management

EOC Emergency Operations Center

FDOT Florida Department of Transportation

FHP Florida Highway Patrol

FLATIS Florida Advanced Traveler Information System

FTE Florida’s Turnpike Enterprise

ITS Intelligent Transportation Systems

ITSFM Intelligent Transportation System Facilities Management

IV&V Independent Verification and Validation

MDX Miami-Dade Expressway Authority

MIMS Maintenance Inventory Management System

MVDS Microwave Vehicle Detection System

R-ICMS Regional Integrated Corridor Management System

RWIS Roadway Weather Information System

SSUG SunGuide® Software Users Group

SwRI Southwest Research Institute®

TERL Traffic Engineering Research Laboratory

TIM Traffic Incident Management

TSM&O Transportation Systems Management and Operations

**Florida Department of Transportation**

**CHANGE MANAGEMENT BOARD MEETING NOTES**

**Thursday, September 19, 2019**

**8:00 a.m. – 10:00 a.m.**

**Burns Building, Auditorium, Tallahassee, Florida**

**Attendees:**

|  |  |  |
| --- | --- | --- |
| Renjan Joseph, D1  Justin Merritt, D1  Jim Hannigan, D2  Pete Vega, D2  Amy DiRusso, D3  John McFadden, COT  Jonathan Overton, D4  Dan Smith, D4  Dee McTague, D4  Alana Majdalawi, D4  Jay Williams, D5  Jeremy Dilmore, D5 | John Hope, D5/CFX  Neena Soans, IBI  Mark Laird, D6  Javier Rodriguez, D6  Don Avery, D6  Alejandro Motta, D6  Margaret Kubilins, D7  Mary Lou Godfrey, D7  Eric Gordin, FTE  John Easterling, FTE  Kelly Kinney, FTE  Jermaine Da Silva, FTE  Umesh Subramanyam, FTE | Wang Lee, MDX  Bryan Homayouni, CFX  Brent Poole, CFX  Christine Shafik, CO  Jennifer Fortunas, CO  Fred Heery, CO  Mark Dunthorn, CO HTNB  Frances Ijeoma, CO HTNB  Jennifer Rich, CO HNTB  Xiao Cui, CO HNTB  Martha Hodgson, CO HNTB  Alex Brum, CO HNTB  Allison Silverman, CO HNTB  Tucker Brown, SWRI |

**Purpose:** The purpose of this meeting is to review and vote on statewide issues and requirements, and review JIRA issues.

**Welcome:** Change Management Board (CMB) Chairman J. Williams opened the meeting at 8:15 a.m.

**Call for Quorum and Review of Agenda:** A quorum was established for this CMB meeting. J. Williams reviewed the meeting agenda.

**Previous Meeting Recap and Action Item Review:** The following items are complete.

**Action Item Review**

* Complete - Central Office will follow up on who should attend from the districts and send out a calendar invite.
* Complete - Districts were surveyed and JIRA has been updated. As part of item number 4678, we will need to survey the Districts to find out which reports should include the weather filtering functionality.
* Complete - Jay is going to circle back with Jeremy on the information received from District Six.
* On-going - Wavetronix devices were delivered and will be tested at the TERL. The findings will be presented at a future SSUG meeting. Dan Smith to give us an update based on the hotfix being applied to the WWD.
* On-going - Tucker is still going through the spell check and library functionality. Enhancement 3029 possible additional enhancements to the predefined enhancement. The comments should be handled separately from 3029. Mark Laird should generate a ticket for his comments.
* Complete - District Five and Six volunteered to help with regression testing. Christine wants the Districts who have the resources to volunteer to help with regression testing. If the Districts are interested they should send an email to Christine.

**Item 1: CMB Process Update**

**Jay:** We wanted to do a quick CMB process update because we have new members that might not be familiar. The purpose of the CMB is to ensure that changes to ITS are implemented through a controlled process that takes into consideration how the proposed change will affect statewide systems, including the following areas: ITS architecture, ITS standards and specification, and ITS software.

We have a CMB process document that outlines the purpose, roles and responsibilities, and the tie-in to the software development process. Attachment A is the formal list of delegates and alternates from each voting member group. If changes need to happen to Attachment A, please send a request in writing to the CMB chairman.

There was a last-minute change for District One as of this morning Robbie Brown has been replaced with Renjan Joseph and will be the voting member for today.

A few recent changes for the CMB process is that we implemented the web-based polling instead of the verbal roll call. For the purposes of today’s meeting, we will go back to a verbal roll call but based on feedback from the last meeting, the web-based polling seemed to go well. Are there any questions about the CMB process? Hearing none we will move to the next item.

**Item 2: RITSA/SITSA Schedule**

**Christine:** As you all know we have Iteris as the consultant to update the Statewide ITS Architecture and the RITSAs as well. We had the kick-off meeting back in June. Each District has been approached by them to schedule two meetings, a review meeting, and a workshop. We have finally nailed down the exact dates. I believe we started with District One this week and next week we have District 7 on the 26th. We have confirmed dates and it will be mostly face-to-face but will have a GoTo meeting option available for people who can’t attend in person.

I understand that we have updated our architecture in 2016. There are a lot of changes in ARC-IT. It is required that we are up to date with the latest and greatest which is why we are updating the statewide architecture.

**Item 3: SunGuide Software Update**

**Christine:** I mentioned yesterday that we are going through the IV&V. We started September 9th and are going through the second round of testing. We will be going through the third round next week. All issues will be addressed and retested. The lease date is early October.

We have 10 items that were voted on and approved at the CMB and we are working on them as we speak:

* SG-3974 Permission issue with some subsystem
* SG 3029 Predefined Plans do not Populate Dynamic Vehicle Information
* SG 3900 Enable spellcheck for text fields
* SG 4082 Allow audit of secondary event status
* SG 4366 Depreciate old SAS scheduled items
* SG 4678 Weather conditions filter for reporting
* SG 4705 Adding cameras from three counties to SunGuide
* SG 4706 Add country to device configuration
* SG 4789 A “snooze” or “reset” button for RR stopped vehicle alert

Those are the larger items that have already been approved. Today we are going to go over eight issues to discuss. We have scheduled issues for the next two CMB’s. We are working on two ConOps (RISC and RCA) to be distributed to get your input because we are missing the alterations side of the enhancement and we will need your input big time. We will request SwRI to create mockups for the screen. We will also vote on the RISC and RCA. The release after 7.2, we are not sure how large it will end up but it will be released towards the end of 2020. We do not have a date nailed down yet. Districts Five and Six are you ready to help with regression testing?

**Jay:** Now we will move into the voting items and I will turn it over to Tucker.

**Item 1: 4771 Report Diagnostics from Truck Parking Devices**

Tucker: Right now, what we get from truck parking is the availability for a particular spot. There has been a request to get additional status from the feed and allow users to see this information in the Operator Map. Most of these have a puck or multiple pucks in the ground to monitor if it is a truck taking up the spot or just one vehicle. Potentially we want to get the device status for each of the individual pucks and be able to report that back to the TMC. There is a request to make it a specific location in the parking lot. You would be able to geolocate the device and would have the ability to re-sync them with the access point that is at the truck parking facility.

Once you get one of these and they are in a failure state, we talked at the SSUG about how to view that information and if it should put the facilities into an error state. If you were to do that the sensor would be set to an individual out of service and the facility as a whole would still be functional. There are multiple different vendors that we are working with here. Each one has their own way to report this information. We will probably get into a common set between all of them.

There are two costs here:

$20k – grid-based status – not geolocating

$30k – lat/long based status

* Map granularity is an issue because the devices are so close to each other. New dialog and map-like dialog would need to be developed and would be displayed within the operator map.

Schedule: It is looking like every one of these is looking to be the next release either 7.3 or 8.0.

Jay: Are there any questions on this item before we proceed to the vote?

Pete: Just to be clear, is it $20k or $30k? Or is it $20k plus $30k?

Tucker: It would be $20k plus $10.

Pete: And it won’t impact the schedule?

Tucker: No, it won’t.

Justin: Will adding that additional map layer gives us the ability to add other devices in the future?

Tucker: You can use that map layer on your existing map, essentially it would make it a larger data set but you can use it in SunGuide. It will support multiple tile sets and you can switch between them or you can load as many layers as you want.

District: Is it going to slow down the map at all?

Tucker: No, so the map actually loads a set of tiles around whatever layer you are on so it would behave as it does now. The installation of the tile set would take longer but only because it is a larger set of data. If we go that route we might have to exclude the tiles from the installation itself.

District: And you were saying from the grid-based system you would have to rely on naming conventions? So, if any of us add more parking spaces to an existing parking set, what would be the naming convention?

Tucker: What I have seen in the protocols is that they have a specific naming condition that they put and it is everything that is installed. It is up to who installed it and what they named it. If you add some it would fall under the convention that is already there.

Mark Laird: What about Aliasing?

Tucker: We would get that information into the system then someone would have to map it.

John: I imagine that the granularity of the map might be good for SunGuide long term. For this specifically, the lat/long base of parking would not help District 5 at all. Once the problem is detected at a parking facility, then District 5 uses MIMS to communicate to the maintenance contractor and they don’t really look at the map. So, the grid-based would be more beneficial to District 5. That being said the added granularity would be good in general.

Tucker: Yes, the $10k is not just the tile set. It is putting the map within a map which is a new concept to SunGuide.

Margaret: Once you develop it, won’t you be able to use that protocol or application in the future?

Tucker: Absolutely.

Jay: Procedurally are we voting for the first option then the second or both? Can you clarify?

Tucker: I think A, B, or none so that would be the first option, second option or none.

Jay: So then is that two votes?

Christine: I think we vote for all three.

Jay: The follow up would be if we vote for the lat/long base would that still include the grid?

Tucker: Yes.

Jeremy: I am assuming the aliasing is included in both of them?

Tucker: Yes.

Jay: If we don’t hear any other comments we will begin the voting. We will go through the vote for the lat/long $30k option.

D1: yes, D2: yes, D3: yes, D4: yes, D5: yes, D6: yes, D7: yes, FTE: yes, CO: yes, MDX: yes, CFX: yes.

Jay: Thank you, that measure passes.

**Item 2: 3228 National Weather Service Weather Feed**

Tucker: So, if you have been around you have probably seen weather alerts in SunGuide. At one point, you would have gotten a feed that was DTN, while that alert still exists you are not getting weather information. This would do a national weather service feed as a replacement for the DTN. We do know that they have filtered by county but we are looking to clarify that type is a filterable field? We are pulling this functionality from another state which is the ability to talk to the NWS. County is the only filter that the other state has done so far. The handling of them since weather alerts already exist would be the same.

**Cost: $12k**

**Schedule: next release**

Tucker: Any questions on that one?

Jay: The answer about the type information and whether it is available, do you know when we would find that out? Also, do you know if that would impact the vote if it is not available?

Tucker: I don’t know if it will affect the vote or not but based on the way we had the DTN type it would be easy for us. It is more of a question of what they are providing. If that affects the vote we can maybe delay it.

Pete: So, what you are saying is that the DTN no longer works?

Tucker: Correct.

Pete: So, when would it be available?

Tucker: The next release.

Christine: Which is the end of 2020.

Pete: Is there any way since it is already done that we do a hotfix and get it into 7.2?

Christine: If we all approve it here, we can discuss how to expedite it but it depends on the priorities.

Mark Laird: What do you know about update alerts and how this could be used in operations?

Tucker: In terms of updates, essentially, they pass those along; as far as the rate for which they do that, I don’t have any specifics. Changes to county and severity might do it as well. For the handling of the alerts, you can create an event, you can dismiss them.

Dan Smith: If you connect to the weather service directly it has a link to a polygon does this include that?

Tucker: They do not have it in the system currently but that does not mean we can’t get it. There is a concept of drawing a polygon on a map for some other features so as long as the points were being passed to the affected area, I don’t think that would be hard.

Jay: Any other questions.

District: I remember originally, we were getting overwhelmed by just regular old rain and it would keep repeating over and over in the same area. Is there a way that when you snooze it or dismiss it that it won’t pop up?

Tucker: It depends on all of the information in it. A lot of times we’ve been dismissing alerts is because we can tie it back to the event, yes it has been associated with an event of some kind. If the National Weather Service is not tying their alerts together, it becomes a lot more challenging.

Daniel Smith: If you do tie in it is called INWS, you don’t get multiple alarms you only get one.

Tucker: I believe that is the feed.

Jeremy: Since there are multiple ways and settings to subscribe to the feed, will that be passed on as part of the config file? So as a District we would be able to select to get certain alerts but not all or would it be to have it set globally?

Tucker: With the individual installation, you should be able to set up your feed however you want.

Jay: Is there anyone on the phone that has any questions about this item? Hearing none, we will move forward with the vote.

D1: yes, D2: yes, D3: yes, D4: yes, D5: yes, D6: yes, D7: yes, FTE: yes, CO: yes, MDX: yes, CFX: N/A (not on the call at the moment)

Jay: Thank you, that measure passes.

**Item 3: SG-4656/3875 – Notify Manager Enhancements**

Tucker:Right now, one of the things that notify manager monitors are the processes and compares CPU and Memory to hard-coded thresholds. When we set them up it was in 2005 so it was a 32-bit environment which is a lot different than what we are deploying now. The proposal here is to update the thresholds for 64-bit environment and set them up for each application. The threshold can be configurable per service you run. If you want to get alerts on those you could on a per threshold basis.

Currently, when a process exits it sends you an email and tells you the process shut down. But what it doesn’t tell you is when it starts back up again, you see it go down on one server and come back on another. The proposal to have it send you an email when it goes down and when it comes back up.

Also, right now when you get notifications they don’t include detail of actual memory usage. In the status logger, there is a message that comes up and tells you more about the memory usage and this could go into the emails that get sent out. Another small thing is Notify Manager requires restart when new operator or email address added. This enhancement will allow Notify Manager to subscribe to appropriate messages and not require a restart. Another one is whenever data archive stops processing data it is still running but no data is being archived. The proposed enhancement is to query the database to verify that raw data and rollups are being written. There is an email in data archive where you can get email if it fails out and does not work you can get an email from that. There is another enhancement where Central Office is trying to see what each version of SunGuide the Districts are running. The intent is to track how people are using SunGuide and what versions are out there. This will help Central Office track that everyone is staying consistent on updates. The proposed enhancement is for a periodic telemetry message to ping to the District systems to get the SunGuide version, status of each subsystem in a machine-readable format (JSON or XML).

All of those together would be:

Cost: $13k

Schedule: Next Release

John: There have been a few times where we run into a problem where the failover clustering said a process has failed over but it didn’t actually shut down the process on one of the servers. I didn’t see that mentioned, is it included?

Tucker: I don’t think it was going to be directly, it was when that was reported with that process exits abnormally. There wasn’t, in particular, to monitor what processes were happening on what servers directly. We could put something in like that but it would be independent of any of these.

John: So, you want another ticket?

Tucker: Yes.

John: Another thing is you said we are going to monitor the database to make sure data archive is actually archiving. Are you going to be checking all ODS tables or only specific ones?

Tucker: The biggest one we have seen with going wrong is the TSS. I don’t see a lot of problems with other tables. I would generally say we query travel times and they are archived like every 60 seconds. Looking at DMS may be more problematic, it is not required for DMS to change. It is hard to say whether it is working or not based on lack of information. TVT would be the other that you know you would get periodic updates.

Jay: Any other questions about this item?

Christine: I want to add a point about the last item, for Central Office to serve you better, we need to know what version you are on. It is easier than having to email you and ask what version you are on.

Mark Laird: How detailed will that be?

Tucker: Ideally, we would know what hotfix version you are on. If someone were to put something on that is not an official hotfix to fix something emergency like, we wouldn’t have that in there. It would be version plus hotfix.

Mark Laird: I would like that available locally.

Tucker: Any party could query it in the system.

Jay: Any questions from anyone on the phone?

Pete: Has this been discussed at the SSUG group? Mark is in the IT arena, are you guys okay with this?

Mark Laird: It has been discussed and we don’t have an issue with it. The tricky part will be the connection and it needs to be connected in a way that connects the network.

Tucker: We have talked about it at the SSUG before.

Pete: Okay, I just wanted to make sure.

Tucker: We mentioned these are part of Notify Manager and normally it is just a way to send out emails. There is a way to do this one more centrally by putting a new data type in Center-to-Center (C2C) and send it out. I don’t think it was discussed how it would be done yet.

Mark Dunthorn: We did talk about the C2C option. We are already talking to that system but if there is any concern, a push from the Districts would work for us. Both options were already discussed at the SSUG.

District: We use SolarWinds to pull device information, would there be any issues pulling information at the same time?

Tucker: Right now, we wouldn’t be pulling specific devices. Most of this is monitoring the services themselves and monitoring the processes in SunGuide specifically. It is more of a system-level not a device level. There should not be any effect on third party device monitoring software.

Jay: If there are no more questions we will go forward with the vote.

D1: yes, D2: yes, D3: yes, D4: yes, D5: yes, D6: yes, D7: yes, FTE: yes, CO: yes, MDX: yes, CFX: N/A (not on the call at this time)

Jay: Thank you, that measure passes.

**Item 5: SG-1584 Event Attributes**

Tucker: Right now, you have checkboxes as part of the event that indicates this event is a rollover/fire/HAZMAT event. We have started putting more in and in the next release there will be a wrong-way driving. There are requests for a damaged one as well. There are many other situations where you might want to say that something happened during the event but you either have to put it in the comments and pull out keywords. The idea here is to have a more rich set of attributes to report on and to do performance measures on. We talked about this at the SSUG and followed up with an email asking for additional attributes. What we would do is load a predefined set of attributes into the system and the attributes themselves would have a sort order so you can change the order of them. You can also have visibility on each one of those so if it is not useful for you, you can hide it from your operators. You can also add custom attributes but you are not allowed to delete the predefined attributes which are a set list from Central Office and included in performance measures reports. But we are allowing people to add custom attributes and you can have a sort order on those as well. We would take the existing structure and migrate those into the new structure. We would be adding an audit functionality for all attributes including the custom ones. This is the list that was compiled from the Districts and from Central Office. The list is fairly fluid, it is not that we can’t put these in or out so this is what the initial list looks like. It wouldn’t be hard to add new ones or if you think it is custom to your District then you can add it later.

Cost: $24k

Schedule: Next release

Tucker: Any questions?

John: You mentioned adding custom items and that reports would be ran on them. Would the reports need to be updated as well?

Tucker: The intent is to have the reports read that custom attribute. The list of attributes on the reporting side would be consistent with the lists that your operators see. The reports would pick up that list and automatically run them. You would have a dropdown with the list and you could select all that apply to the event.

Jay: If there are no more questions we will go forward with the vote.

D1: yes, D2: yes, D3: yes, D4: yes, D5: yes, D6: yes, D7: yes, FTE: yes, CO: yes, MDX: yes, CFX: yes (back on the call)

Jay: Thank you, that measure passes.

**Item 6: SG-4727 Update Camera Blocking Functionality to Not Require VS Subsystem**

Tucker: Right now, when you want to set up a camera blocking the current system makes you configure a camera and in order to have camera blocking you have a source (encoder) that it is looking at. That’s an older concept and a lot of the cameras don’t have external encoders. A lot less Districts are using encoders and decoders. The way to set up the camera blocking now is you give the camera a “dummy” decoder. It’s an unnecessary next step.

The proposed solution here is to allow the camera blocking to apply to the camera directly. We are going to maintain a single camera blocking dialog that has both the sources and the cameras with the ability to block cameras.

Cost: $12k

Schedule: Next release

Fred: This isn’t going to affect the cameras for the video feed third party users, right?

Tucker: What it does is set a flag on the camera itself and then that gets passed to the C2C feed. The flag itself may block it from a third party but only in a restrictive mode of we don’t want them to see it. This would never block an internal feed, only setting a flag for C2C.

Jay: If there are no more questions we will go forward with the vote.

D1: yes, D2: yes, D3: yes, D4: yes, D5: yes, D6: yes, D7: yes, FTE: yes, CO: yes, MDX: yes, CFX: yes

Jay: Thank you, this measure passes

**Item 7: TSS Alarm Configuration 1698**

**Tucker:** Right now, TSS alarms are set up on every link which means the configuration is huge for Districts with a large number of links. The concept here is that we would create a TSS Threshold Group. You add all of the links to be part of a group and apply the thresholds to the group. We would have to limit a link to one group due to a possible time-of-day conflicts. When we talked about this at the SSUG a lot of people talked about putting these on particular roadways or specific speed limit zones. I think this would give you a better way to do the time of day stuff and might help limit the number of TSS alerts you actually get.

Cost: $20k

Schedule: Next release

Tucker: Are there any questions?

Eric: How would you configure those groups?

Tucker: It would be similar to how you configure a DMS group. You would create the group, select the name, select and add from the existing list of links, and that dialog would be responsible for making sure the links don’t show up in more than one group. When you select the threshold, there would be another dialog and you would apply thresholds to a group. You would still be able to configure thresholds on a single link if you want to. The functionality would still be there it would just be easier this way for a group.

Jay: Any other questions? If there are no more questions we will go forward with the vote.

D1: yes, D2: yes, D3: yes, D4: yes, D5: yes, D6: yes, D7: yes, FTE: yes, CO: yes, MDX: yes, CFX: yes (back on the call)

Jay: Thank you, this measure passes.

**Item 7: Modify Comments through Audit (4679)**

Tucker: Right now, you can add comments through the audit but you cannot edit existing comments. This change would allow you to edit and delete comments. Add, Edit, and Delete would be part of the comments. This would be editing all comments for all users.

**Cost: $6k**

**Schedule: Next release**

Pete: Which group brought this up?

Tucker: I actually think Jason brought this up.

Pete: The concern I have here is that you are talking about deleting records.

Tucker: There are two sets of logs, one is the full record of everything that has ever happened the other is what it looks like at any given time. When I say delete it is deleted from any given time. What was there will always be in the database. All of the reporting is done from what it is now but here is a backend version.

Eric: Is there a control of who does the auditing? Can an operator go in and fix a mistake that has been made or does it have to be at a manager level?

Tucker: There are specific auditing permissions, it is at the administrator level.

Jay: If there are no more questions we will go forward with the vote.

D1: yes, D2: yes, D3: yes, D4: yes, D5: yes, D6: yes, D7: yes, FTE: yes, CO: yes, MDX: yes, CFX: yes

Jay: Thank you, this measure passes

**Item 8: Remove County Boundaries from Reporting (4677)**

Tucker: When running a report between 2 points, the user is required to select the County, Roadway, and Direction before selecting the 2 points. The problem with this is if you’re at a county boundary, if you enter in all information before selecting the section of the roadway it is already configured for the county information you previously entered. There is also no way to traverse EM locations, there is not a current mapping between counties. We took this to the SSUG to figure it out. The solution came out in the middle. Now, you have a sort order on your locations and if you were to put the sort orders in the right configuration, you would be able to run this and it would pick it up correctly. The cost-effective change is to tell the Districts to configure their systems like this which would be difficult for a lot of people to do. The next step up from that is to create a tool that when ran, reconfigures your system based on Shapefiles. It would map your roadways to a file and set the sort orders exactly how you have them in your system but they would be consistent from each county, city, and roadway so you can run these reports. There will be less configuration from the District standpoint. There is the potential that if the tool doesn’t get the section right it would require user interaction to fix what was wrong. The intent is to get everyone’s system in a consistent state and be able to run reports off of configuration of a tool that does it for you.

**Cost: $25k**

**Schedule: Next release**

Tucker: The intent is that if you are looking at the sort order of an existing roadway, it should be easy enough that if you look at it then you could determine where it needs to go. You wouldn’t have to run it every time unless you are adding a ton of locations.

John: So, you can run the tool on a per road basis and not system-wide?

Tucker: The intention is to be system-wide. We can make it be a roadway basis but I would rather fix everything as a whole.

John: So, the initial purpose of this is to remove the county selection, the county selection is still helpful just not at county boundaries. Would county be optional?

Tucker: Yes.

John: Is it manipulating the database or the code itself?

Tucker: Usually what we try to do on tools like that is to do it in the same way that the user would do it. We like to avoid direct database modifications. We usually let the system do it.

John: Will SwRI be doing that?

Tucker: The intent is to have the tool be able to be ran by anyone. I think we can help with the first one to make sure it worked and is correct.

Jay: If there are no more questions we will go forward with the vote.

D1: yes, D2: yes, D3: yes, D4: yes, D5: yes, D6: yes, D7: yes, FTE: yes, CO: yes, MDX: yes, CFX: yes

Jay: Thank you, this measure passes. With that, we have concluded all of the voting items for this meeting. We will go to the Open Discussion part of the meeting. Are there any discussion items?

John: You said at the beginning of the meeting that you picked out eight requirements for this meeting but you said there are a lot more. The CMBs are held quarterly so we do we need to have some intermediate online voting? How do you want to handle that?

Christine: That is a good question for the team here. The more we vote on the bigger the release is and either we would delay the release or defer the voting items to the next meeting. If you want to vote on items we have, we have about 20 issues left to be presented at the CMB. It is your call, we can do an online vote.

Mark Laird: I would like to see what items are left. If you could send the list of the 20 we could prioritize.

Pete: For the ones that didn’t make the cut are you going to re-prioritize those?

Christine: I will send out the list and this group can help me prioritize, what we don’t vote on will be at the next CMB.

Tucker: The more items we vote on the more that gets put into the release and the longer the release cycle. It is a balance that has to happen.

Mark Laird: So, we need to know if there is one on the remaining twenty that is really important we should move it up.

Tucker: The CMB votes but it doesn’t have to be the next release it can be pushed to the release after that.

Christine: The more SSUG meetings we have the longer the list will be for the CMB. So by the next CMB, we will have around 25. I will send the list of the 20 so far and you can tell me which you want to discuss at the next CMB. Each District should prioritize it for their Districts. Are there any other questions?

Let it be noted that the group decided to continue recording the meetings.