

Upper Midwest Freight Corridor Study
Research Team Meeting
Friday, September 19, 2003
Chicago, IL—University of Illinois at Chicago

8:00-8:20am

Set up and introductions

8:20-9:20am

Administrative Topics

- Subcontracts

Update the group on where RSP is with the subcontract requisitions. Then discuss school by school how the gap is being handled.

- Travel Paperwork

Need to discuss how travel is handled within the UW System, what it means to the subcontractors. This may include prior approvals, reimbursements, guidelines, and more. May want to pass out approved travel list and the guidelines for the institutions. According to ODOT, travel only needs to be approved by the UW for the subcontractors and that ODOT is concerned only with the total amounts billed for the subcontractors.

Project Progress Reporting

- Report template for Quarterly Reports:
 - Name and % of total effort for each subtask in each sub-project (Performance Measures, Capacity, Demand, Administrative Issues, Synthesis)
 - Total % complete for each task
 - Accomplishments during the report period for each task
 - Travel, contacts, meetings, conferences, and paper during the reporting period
 - Plan for next quarter for each task (include meeting and contacts)
 - Implementation (if any)
 - Problems and recommended solutions for each task (deviations from the initial work plan) that should be justified
- Quarterly Reports are due September 30, December 31, March 31, June 30
- Process for submitting quarterly reports:
 - Each sub-team submits to Travis by due date
 - Travis compiles and submits single report to ODOT

BREAK

9:30-9:50am

Research Work Plan: Performance Measures (Ernie Wittwer)

- Give detailed work plan with specific goals and dates
- Accomplishments so far and for first quarter
- % effort each task
- Questions from rest of team

9:50-10:10am

Research Work Plan: Demand/Usage (Kazuya Kawamura and Sue McNeil)

- Give detailed work plan with specific goals and dates
- Accomplishments so far and for first quarter
- % effort each task
- Questions from rest of team

10:10-10:30am

Research Work Plan: Capacity (Peter Lindquist, Jiwan Gupta and Mark Vonderembse (via phone))

- Give detailed work plan with specific goals and dates
- Accomplishments so far and for first quarter
- % effort each task
- Questions from rest of team

BREAK

10:45-11:45am

Discuss overlap and/or inconsistencies of the Performance Measures, Demand/Usage and Capacity work plans.

- Discuss the corridor and feeder routes that were suggested by state reps, should bring copies of the revised listing
- Next steps in the Waybill info from STB

11:45-12:15pm

Lunch

12:15-12:35pm

Research Work Plan: Administrative Issues (Teresa Adams)

- Give detailed work plan with specific goals and dates
- Accomplishments so far and for first quarter
- % effort each task
- Questions from rest of team

12:35-12:55pm

Research Work Plan: Synthesis (Travis Gordon)

- Give detailed work plan with specific goals and dates
- Accomplishments so far and for first quarter
- % effort each task
- Questions from rest of team

12:55-1:40pm

Discuss overlap and/or inconsistencies of the Administrative Issues and Synthesis plans with other areas of the Study.

- Discuss travel by researchers

BREAK

1:45-2:30pm

Set the Dates: Plan remaining committee meetings, plan future research meetings, plan travel schedules for the different parts of the Study, and make sure we can do all this within the budget.

If we haven't already done so, get a solid outline of expected travel from the research groups, minimizing overlap on site visits/interviews.

Research monthly conference calls should be set up. **Have a chart ready for this.**

Next face to face meeting for the research team should be set up. Before or after the holidays?

What can we do in conjunction with TRB? Researchers should meet at least, what about other committees? How about a steering committee gathering after the Wisconsin reception? Are there other meetings like TRB where a majority of us will be attending?

Discuss the next steps in dealing with the steering committee. Propose a one on one approach that would present the work plans to the states via videoconference. Would begin immediately and finish by late October.

What is the future of steering committee meetings via conference call? Any other options?

Set the date and place for the next Toledo-like meeting. Propose <location> for early in the week in March (to avoid tournaments). Propose one evening and one day, with evening to be informal and guest political speaker.

Set the dates for the workshop that would be near the completion of the Study. Already decided that it will be 2-days and be in Chicago.

What else should we be doing with the Advisory and Friends of committees? Hook this into the PR efforts.

2:30-3:00pm

Outreach

- Travis Gordon will discuss ongoing efforts in PR

First, the announcement is being made on the UW-Madison campus through email, web, and print. Will continue to use UW to market the study to the general public in Wisconsin. Using new Corporate Relations office.

Second, UIC and UT should be doing something like this on their own campus. It doesn't have to be big, but our own universities should be aware of this project. Use the university connections and contacts, let them do some of the work.

The next phase is getting this into the heads of stakeholders and the general public if possible.

Public: OTEC, TRB, AASHTO, FHWA

Private: Traffic Clubs, CLM, IANA, Motor Carrier meetings, AREMA (RR), trade magazines, the Advisory Committee?

- Brainstorm other ideas to get the word out

3:00pm

Adjourn