

**Called to order**

The meeting was called to order by Denis Glascock of Missouri.

The attendees were asked to identify themselves and their relationship to SiteManager. Approval of the minutes of the previous meeting was requested, so motioned and seconded. A voice vote approved acceptance.

The TAG members were then identified.

**Purpose**

The chair suggested that the group review the Purpose. The group determined the Purpose to be accepted as written.

**Mission Statement**

The chair suggested that the group review the Mission Statement. The group determined the existing statement to be adequate.

**Short-Range**

The group reviewed the Short-Range Plan. It was suggested that the first point of the plan be deleted. So motioned and seconded. The fourth point of the plan was modified from "Establish a sub-group to review the existing materials related TMRs and establish priorities among these TMRs to provide the intended materials functionality of SiteManager in the most expedient timeframe. This sub-group will be comprised of representatives from Texas, Missouri, Vermont, and New Mexico. Lonnie Jones will coordinate the group and serve as Task Force Liaison." to "Maintain a sub-group to review the existing materials related TMRs and establish priorities among these TMRs to provide the intended materials functionality of SiteManager in the most expedient timeframe. Lonnie Jones will serve as Task Force Liaison. Robert Sarsinella of TxDOT will coordinate the group." It was discussed that any member of the Materials TAG who is willing to participate in the sub-group is welcome. The subcommittee will make its recommendations to the TUG and Task Force based on the needs of the user community.

**Member List**

The member list was reviewed. The current member states present were Missouri, Texas, Nebraska, Connecticut, New Brunswick, and Indiana. The new members accepted were Georgia, Oklahoma, and Alabama. The new member states agreed to submit applications to the Secretary of the TUG as is required.

## **Long Range Goals**

The Long-Range Goals were reviewed. It was motioned and accepted to delete the second goal referencing the Materials Manager project.

## **SiteManager Releases**

Task Force member Lonnie Jones initiated some discussion relating to the desired time of year for the annual major release of SiteManager. It was also discussed what is the appropriate number of “releases” throughout the year, including emergency fixes, product updates, and major releases.

## **Task Force Vacancies**

There is currently an opening on the Task Force for a new member. Resumes should be submitted to the chairperson of the Task Force. The Task Force would also like to gather a surplus of resumes for members to be considered for future vacancies. The Task Force member candidate does not have to be the official state user representative.

## **Open Discussion**

There was discussion regarding the interest in the creation of an interface between SiteManager and FieldManager. The Task Force would like input from the user community. It was suggested that an interface might not be a good idea at this time due to the amount of errors that currently continue to exist in SiteManager.

It was also suggested that when major hardware changes are required for the upgrade to a major release that the warranty period be extended. The Materials TAG would like for the Task Force to take this issue into consideration.

A recess for dinner was declared.

## **Ballot Items**

There was a discussion of how the balloting process takes place. The chair introduced a review of the currently proposed ballot items. All of the preliminary ballot items affecting the materials functionality of SiteManager were read and reviewed. It was determined all ballot items should remain on the list with the exception of NBI 2001 TMR 4061. Georgia withdrew the ballot item.

Ballot Item 991060 was determined to be a low priority by the Materials TAG.

It was motioned and accepted that Ballot Item 990965 TMR 2923 is related to NBI 2001 TMR 4053.

It was noted that Ballot Item 990970 TMR 2928 should be resolved with version 3.0a. If resolved, this Ballot Item should be withdrawn.

It was motioned and accepted to consider Ballot Item 990964 TMR 2922 in combination with NBI 2001 TMR 4048.

It was discussed that Ballot Item GA1000R TMR 4062 should be resolved with the recent release of SiteManager 3.0a and its RTF functionality.

Further discussion involved TMR 4265(small scope) and TMR 4049(large scope). If TMR 4049 is considered, then TMR 4265 should be done as well. If 4265 is considered on its own, since it is a smaller scope that would be acceptable until there is adequate funding for the large scope item.

### **Additional ballot**

No additional ballot items were introduced.

The meeting was adjourned.

The following people signed the log.

Rick Yunker IN	Joe Bouchey CT	Bruce Stapleton NB
Angela Kolb MO	Jeremy Kampeter MO	Charles Thurmon OK
Scott Seiter OK	Brad Parks, ITI	Judy Alanzo TX
Robert Sarcinella TX	Lonnie Jones GA	Mike Ondrak NE
Susan Powe AL	Alton Treadway AL	Rhonda DeButts NE
David Duffey GA	David Henning AK	Alton Treadway AL
Rich Meador MO	John Carpenter ITI	JR Connors IN
Steve Fisher IN	David Bernard NY	Mike Murphy TX
Denis Glascock MO	Wayne Weick LA	Robert DuPont LA
Dawn Scheel PBSJ	Gus Wagner MN	Sidney Hogdson ITI
Gina Merseal ITI	Sheri Meyerhoff IN	Carolyn Veselka TX
Wilma Degraffenreid MO	Lyle Mallett ITI	Robert Shugart AL
Robert Johnson AL	Troy McKelvey AL	Duane Thompson AL