

**Financial Management Committee  
Systems Workgroup  
Tiger Team #3 –Meeting Notes for 12/07/04**

**Invited Participants (attendee names are shaded):**

Invitee	Status	Assgnd Section	Mtgs Attndd	Company	Phone	E-mail Address
Mauro Arteaga	Guest			Los Angeles County MTA		<a href="mailto:arteagam@mta.net">arteagam@mta.net</a>
Rick Barrett	APTA Leader					<a href="mailto:rbarrett@aol.com">rbarrett@aol.com</a>
Diane Battilana	Alternate Member		0 of 3	ERG	925-686-8219	<a href="mailto:dbattilana@erggroup.com">dbattilana@erggroup.com</a>
Lisa Bucci	Alternate Member		1 of 3	Scheidt & Bachmann	781-272-1664, x285	<a href="mailto:lbucci@scheidt-bachmann-usa.com">lbucci@scheidt-bachmann-usa.com</a>
David DeKozan	APTA Leader			Cubic Transportation Systems	858-627-4504	<a href="mailto:David.dekozan@cubic.com">David.dekozan@cubic.com</a>
Henk Dannenberg	Primary Member	8	1 of 3	Philips	508-851-2206	<a href="mailto:Henk.dannenberg@philips.com">Henk.dannenberg@philips.com</a>
Norman Kort	Primary Member	7, 8	2 of 3	Cubic Transportation Systems	858-627-4592	<a href="mailto:Norman.kort@cubic.com">Norman.kort@cubic.com</a>
Paul Legacki	Primary Member	8	3 of 3	Infineon	408-501-5606	<a href="mailto:Paul.legacki@infineon.com">Paul.legacki@infineon.com</a>
Roger Merckling	Primary Member	9	1 of 3	Verifax Consulting, Inc.	650-856-0662	<a href="mailto:Roger.merckling@att.net">Roger.merckling@att.net</a>
Leisa Moniz	Support			Volpe		<a href="mailto:moniz@volpe.dot.gov">moniz@volpe.dot.gov</a>
Brian Monk	Alternate Member	7, 8	3 of 3	Cubic Transportation Systems	858-614-4481	<a href="mailto:Brian.monk@cubic.com">Brian.monk@cubic.com</a>
Gerard Najman	Alternate Member		0 of 3	Thales Transport Services	33 1 69 88 56 36	<a href="mailto:Gerard.najman@thales-transportservices.com">Gerard.najman@thales-transportservices.com</a>
Ola Nowlin	Primary Member	10	3 of 3	Chicago Transit Authority	312-932-2174	<a href="mailto:onowlin@transitchicago.com">onowlin@transitchicago.com</a>
Darshana Patel	Guest			Chicago Transit Authority		<a href="mailto:dpatel@transitchicago.com">dpatel@transitchicago.com</a>
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Denis Ratier	Primary Member	10	0 of 3	Thales Transport Services	33 1 69 88 53 75	<a href="mailto:Denis.ratier@thales-transportservices.com">Denis.ratier@thales-transportservices.com</a>
Chris Sheeks	Primary Member	6	0 of 3	Aegis Technologies	206-447-4175	<a href="mailto:chriss@aeqisgrp.com">chriss@aeqisgrp.com</a>
Chung-Chung Tam	APTA Leader			Chicago Transit Authority	312-255-1818, x5709	<a href="mailto:ctam@transitchicago.com">ctam@transitchicago.com</a>
Curtis Watson	Primary Member	9, 10	0 of 3	Texas Instruments	214-567-2448	<a href="mailto:c-watson@ti.com">c-watson@ti.com</a>
Gary Yamamura	Primary Member	6, 7, 10	3 of 3	Three Point Consulting	760-839-1459	<a href="mailto:gyamamura@3pci.com">gyamamura@3pci.com</a>
Tim Weisenberg	Support			Volpe	617-494-3301	<a href="mailto:weisenberg@volpe.dot.gov">weisenberg@volpe.dot.gov</a>

**Meeting Objectives:**

- Review comments received to date on complete draft of work package
- Confirm schedule for review and approval of final draft of work package.

**Meeting Notes:**

Discussion Topic	Discussion Summary
<b>Roll Call</b>	<ul style="list-style-type: none"> <li>▪ Gary opened the meeting with a roll call. Six team members participated in the call.</li> </ul>
<b>Review Draft Comments Review</b>	<ul style="list-style-type: none"> <li>▪ The group reviewed the outstanding comments in the Consolidated Comments document.</li> <li>▪ Gary noted that comments on the final review draft have been recorded into the consolidated comments document distributed to all team members on 12/06. Comments were received from CTA and Cubic. Gary added that most comments were relatively minor grammar or word usage changes and had already been</li> </ul>

Discussion Topic	Discussion Summary
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**Confirm Schedule for Final Draft Preparation and Approval**

- The next team meeting will be held on Tuesday, December 7

- incorporated into a final draft of the work package. Gary also noted that there did not appear to be any conflicting comments (two different reviewers asking for different changes to the same section of the document).
- The group conducted a brief review of the comments that had not already resulted in an update to the final draft. Brian provided clarifications as appropriate for Cubic-submitted comments and Ola provided clarifications for CTA-submitted comments.
  - All outstanding comments were reviewed and the group agreed that the requested changes were appropriate and should be incorporated into the final draft.
  - Gary stated that the final draft would be prepared and submitted for full team review no later than Friday, December 10. Gary recommended that the WP3 team complete the review by Tuesday, December 21 and then conduct a team vote during the next team meeting (on 12/21) to approve the final draft for submission to the APTA Financial Management Committee. The group approved this approach. Gary added that if the final draft could not be distributed by close of business on Friday, the next team meeting would be postponed until after the first of the New Year.
  - Norman reminded the group that the original decision to change the start time for the bi-weekly team meetings to 7:30 am PT was motivated by his request. Norman added that his schedule had changed and would now accommodate a later timeframe for the meetings, if the majority of the team agreed with such a change. Gary responded that it was unlikely that a significant number of additional meetings would be needed for the team but agreed to raise the issue at the next team meeting.

**Follow-up Tasks\***

#	Task Description	Assigned To:	Due By:	Status
11.01	Consolidate and distribute comments on Final Review Draft	Gary Y.	12/06/04	<ul style="list-style-type: none"> <li>▪ 11/23/04 – New</li> <li>▪ 12/06/04 - Completed</li> </ul>
11.02	Integrate requested changes / comments into Final Draft of work package and distribute to full WP3 team	Gary Y.	12/10/04	<ul style="list-style-type: none"> <li>▪ 11/23/04 - New</li> </ul>

\* Shaded tasks have been completed.