**Location:** **Conference Call with Webinar/Screen casting available.**

**Initial Kick-Off Meeting Agenda with Service provider and project Sponsor**

**Attendees:**

**USDOT Federal Highways Administration (FHWA)**

* **Travel Monitoring and Survey’s Division Chief**
* **Project Task Monitor**
* **FHWA support staff**

**SUNY Albany Visualization and Informatics Lab (AVAIL)**

* **Dr. Catherine Lawson, PhD. – Principal Investigator**
* **Matthew Wolkoff – Project Manager**
* **Alex Muro – Senior Technical Programmer**

# **Agenda:**

1. **Introductions.**
	1. **FHWA**
	2. **SUNY AVAIL Team**
2. **Project Overview.**
	1. **Project Background**
	2. **Project Objectives**
3. **Proposed research strategy**
	1. **Planned approach for tasks**
4. **Discussion of Scope**
	1. **Clarification of issues or concerns**
	2. **Steps required to resolve issues or concerns**
5. **Next Steps**
	1. **TM meeting**
6. **Adjourn**