



List of Attendees:

Gene Glotzbach
Ray Ruggieri
Scott Cowherd
Bill Stoeckert
Karen Jehanian
J.D. Schneeberger
Matt Coogan
Paul Shuldiner
Bob Rupert
Sandra Check

Introduction

Bill Stoeckert opened the meeting by thanking everyone for participating on the conference call. Bill then turned the meeting over to Gene Glotzbach and Karen Jehanian. Gene and Karen stated that the purpose of the meeting was to review and finalize the Draft 'I-95 ATIS Task Force Report to the Steering Committee'.

Review of ATIS Task Force Report

Karen discussed the comments received from the Task Force and the actions taken to reconcile those comments. The following comments were received:

- Revise the wording in the last paragraph of the document (Bill Stoeckert),
- Change the word under Goal #2 to 'assure' rather than 'ensure' (Paul Shuldiner),
- Revise sentence in the background section of the document (J.D. Schneeberger).

Karen then discussed the actions taken to reconcile these comments. The meeting was then turned over to Gene Glotzbach and Sandra Check who opened the call for comments.

Bob Rupert commented that the Recommendations section seemed to be out of place in the document. The Task Force concurred and decided to take the following actions:

- The recommendations section will be moved to follow Question #7
- Karen will revise the recommendations section accordingly and mold the definitions contained in the answer to Question #7 into the Recommendations section

Paul Shuldiner asked to see/review the comment one more time before it became final. Bill Stoeckert stated that the document would be redistributed to the Task Force for one final review. Bill stated that this would not affect the project's schedule.

Next Steps

Bill stated that the next steps for the project were as follows:

- Karen will revise the report based on the conference call and distribute to the Task Force by the end of the day.



ATIS Task Force Meeting
Teleconference
Monday, August 16, 2004

- Comments are due back to Karen by the close of business on Wednesday August 18th.
- If necessary, a conference call will be established to review the Final Draft report.
- The document, labeled Final Draft, will be sent out with the final meeting notice for the IMTI Track Meeting on September 8th.
- The document will be presented to the IMTI Track Meeting on September 8th where the Task Force will ask for final comments/adoption of the report.
- Gene will discuss the document at the Leadership Meeting on September 9th.

Meeting adjourned.