

Greater MN Transit Technology Planning

Jointly creating a Greater Minnesota Transit Technology Plan

Steering Committee Meeting

29 September 2020, 1:00-3:00 pm

Join Zoom Meeting

<https://us02web.zoom.us/j/89925562181?pwd=dno1UEdlRkRaT2p5bmVwMThoK3hLUT09>

Meeting ID: 869 5269 6369

Passcode: 068802

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1. **Agenda and re-introductions:** Name, role, organization
2. **N-CATT Summary**
3. **Project Status**
4. **Steering Committee Governance (see below)**
 - a. Final Steering Committee Compact for information
 - b. Final-draft group norms for approval
5. **Summary of Technology Maturity Assessment**
6. **Peer Agencies and Technology Trends/Interests**
 - a. Review
 - b. Discussion/activity
7. **Future meetings**



Greater Minnesota Transit Technology Plan



Steering Committee Compact

Agreed by Steering Committee and MnDOT August 13, 2020

1. **Charge:** The Steering Committee (SC) for the Greater Minnesota transit technology planning project provides guidance to the MnDOT project manager and consulting team to support stakeholder engagement and the plan-development process. The SC does not represent all stakeholders, but rather works to ensure all perspectives and voices are heard.
2. **Membership:**
 - a. Steering Committee members are project stakeholders from rural, Tribal, and small urban transit providers, and MnDOT
 - b. Members are appointed by MnDOT; if an SC member is unable to attend a meeting, the member may send a substitute and are responsible for providing that person with the information they need to participate meaningfully
 - c. The anticipated SC membership term is through April 30, 2021
 - d. MnDOT makes any additional or replacement appointments as needed
3. **Convenings:** SC meetings, workshops, and similar activities will be virtual to support full participation from members throughout the state
4. **Responsibilities:**
 - a. Prepare for SC activities, such as reviewing materials provided in advance
 - b. Actively participate in SC activities, or provide notification if unable to attend
 - c. Adhere to norms established by the group
5. **Organization:**
 - a. SC meetings convened by MnDOT project manager or designee
 - b. Content and contributions provided by consulting team and SC members

Steering Committee Group Norms: Details from 8/13/20 exercise

*Summary group norms in **bold** are for review and adoption at 9/29/20 SC meeting.*

Be prepared, responsible

- Be prepared; come to meetings prepared; read materials in advance
- Start and end meetings on time; be on time
- Be responsible
- Ensure committee gets materials well in advance so they have time to prepare

Be open minded and willing to learn, change

- Open to ideas; openness to new ideas; be open to new ideas
- Be open minded; open mindedness
- Be open to change
- No idea is a bad idea
- Research and learn

Be engaged; contribute

- Do your best to be fully present; don't multitask during meetings (to extent possible)
- Stay actively engaged; lean toward engagement
- Actively participate; 100% participate
- Speak up; speak honestly; don't be shy -- share
- Share unique perspectives
- Give thoughtful feedback

Be respectful, encouraging, and supportive

- Encourage others
- Be supportive
- Be respectful
- Respect other's point of view and experience; don't belittle others' ideas; no judgements
- Respect others and their thoughts/ideas; respect all ideas; all ideas are valid
- Let everyone's voice be heard; don't interrupt; one person speaks and others listen

Be positive, creative, curious

- Be positive; be excited; allow for positive intent; positivity; smile!
- Be creative
- Be curious

Be inclusive

- Ensure inclusion
- Gather feedback
- Collective solutions/progress
- Respect the process
- Use common technology vocabulary