



MEETING NOTICE AND AGENDA

COMMUTER CONNECTIONS RIDEMATCHING COMMITTEE

Tuesday, December 18, 2007

10:00 a.m. - 12:00 p.m.

Metropolitan Washington Council of Governments

777 North Capitol Street, N.E.

COG Board Room, Third Floor

Chairperson: Kevin Thornton, Prince Georges County

Vice Chairperson: Diana Utz, GW RideConnect

COG Staff Contact: Nicholas Ramfos, 202/962-3313 or nramfos@mwkog.org

(Note: If you cannot attend this meeting, please call 202/962-3327.)

<u>ITEM #</u>		<u>ACTION</u>
1.	Introductions	
2.	Minutes of the September 19, 2007 Meeting	APPROVE
3.	Upcoming Fairs and Promotions (15 min)	INFORMATION
	COG and clients will provide information on recent and upcoming transportation fairs and promotions, and distribute copies of promotional items and/or announcements.	
4.	Regional TDM Marketing Update (10 min)	INFORMATION
	Douglas Franklin, COG/TPB Staff will be discussing an upcoming mail campaign by Commuter Connections	
5.	TDM Software System Project Update (35 min)	DISCUSSION/ INFORMATION
	Staff and Base Technologies representatives will present and discuss the status of the TDM Software System project. Base Technologies will discuss updates made since September 2007 and demonstrate the mapping function again.	

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| 6. | TDM Software System Testing Results | (10 min) | INFORMATION |
| | Stephen Finafrock, COG/TPB Staff will report on the results of the TDM Software System testing to date | | |
| 7. | TDM Software System Training | (10 min) | INFORMATION |
| | Staff and will be discussing the upcoming training schedule for the client sites | | |
| 8. | Data Migration Plan | (15 min) | INFORMATION |
| | Stephen Finafrock and Ross Edgar will discuss and distribute the Data Migration Plan and Schedule for the conversion of client sites from the old system to the new, web-based system. | | |
| 9. | Client Site Status/Roundtable | (20 min) | DISCUSSION/
INFORMATION |
| | Client members will be asked to share any "Hot Topic" Issues with the current CCRS. | | |
| 10. | Other Business/Upcoming Agenda Items | (5 min) | |
| | This is an opportunity for Subcommittee members to request agenda items for the next meeting. | | |

The next meeting of the Commuter Operations Center Subcommittee will be held on March 18, 2008 from 10 a.m. to 12 noon.

The Commuter Connections Ridematching Committee will meet on the following dates in 2008:

Tuesday, March 18, 2008	10:00 am – 12:00 pm
Tuesday, June 17, 2008	10:00 am – 12:00 pm
Tuesday, September 16, 2008	2:00 pm – 4:00 pm*
Tuesday, December 16, 2008	10:00 am – 12:00 pm

***note change in time**