



**Concrete Task Group – 3 + 2 Agenda/Meeting Minutes**  
**January 24<sup>th</sup>, 2019**  
**2:00 PM – 3:00 PM**  
**DOT Translab – OSM Room 514**  
**Call-in: 866-676-8836; Participant Code: 6275887**

Meeting Called By:	Concrete Task Group
Goal:	Review and approve pending scoping documents
Invitees:	Keith Hoffman, Kuo-Wei Lee, Blair Anderson, Kirk McDonald, Mark Hill, Cortney VanHook

ITEM	TIME	Lead	TOPIC	Desired Outcome
1	2:00 – 2:05	Keith H.	Introductions/Review Agenda	Member introductions and agreement on agenda
2	2:05 – 2:30	CTG	Limited Construction Windows SD	Review and potentially approve scoping document for passing to the EC
3	2:30 – 2:40	CTG	Review of Bin-Listed Work Products	Review bin list to see if any are ready to begin development of scoping document
4	2:40 – 2:50	CTG	Review of issues raised to TG for resolution	Review of any issues that have been brought to the TG level for review
5	2:50 – 3:00	CTG	Roundtable / Review Action Items / Next Meeting	Review action items and close meeting

**Pre-Reads:**

- Item 2: Limited Construction Windows SD

## Meeting Minutes:

1. Introductions/Review Agenda
2. Limited Construction Windows SD
  - a. Kuo-Wei – This scoping was put on hold initially by the EC. Want to try and push through while there is time during the down time for the smoothness spec scoping document. Want to review language specifying construction time and strength before release.
  - b. Blair – Did not want to push through to the EC until the milestones and deliverables were adjusted and worked out
  - c. Kuo-Wei – suggestion to add pilot project to milestones
  - d. Mark – Suggestion to breaking apart third deliverable into two parts
  - e. Blair - Third deliverable suggests that tracking and monitoring will be done outside of this scoping document. Suggestion that another milestone is added and project tracking/monitoring is done within this scoping document
  - f. Kuo-Wei – if adding the tracking/monitoring, it will extend the scoping document past June.
  - g. **Decision** - Add pilot project milestone. Add milestone of summary of evaluation based on results of pilot project. Modify dates to reflect current state. Make edits by 2/8/19 and send to TG for review so it can be sent to the EC by 2/21/19
3. Review of Bin-Listed Work Products
  - a. Will have to reviewed by STG and prioritized prior to being prioritized by TG
4. Review of Issues Raised to TG for Resolution
  - a. None
5. Roundtable/Review Action Items/Next Meeting
  - a. Need to determine what is the status of the long-term tracking/pilot projects. Who was supposed to be tracking/providing updates? STG chairs?
  - b. Kuo-Wei – Any updates from EC/Sponsorship meeting held earlier this month?
    - i. No one has heard anything
  - c. Mark – Deepak sent out request for CTG to add additional milestone on smoothness spec which added June reporting item
  - d. Dulce met with Divyesh regarding precast project yesterday. Going to start making changes on precast specs. Will be having a meeting in February.
  - e. Kirk followed up on proper communication of spec changes

**Action Items**

<b>Item</b>	<b>Task</b>	<b>Owner</b>	<b>Due Date</b>
<b>1</b>	Have Dulce revise "Limited Construction Windows" per comments received by the TG	Kuo-Wei	2/8/19
<b>2</b>	Route bin list to STG chairs to prioritize	Cortney	2/8/19
<b>3</b>	Provide status update on long term tracking/pilot projects	CT TG	
<b>4</b>			

## Action Items from 12/12/18

<b>Item</b>	<b>Task</b>	<b>Owner</b>	<b>Due Date</b>
<b>1</b>	Dulce to follow up on invite for 12/18/18 pavement smoothness training; forward to Keith	Dulce	12/14/18
<b>2</b>	<del>Keith to send Limited Construction Window scoping document to EC for comments or bring to next EC meeting</del>	Keith	12/20/18
<b>3</b>	<del>Cortney to discuss with Deepak status of 2019 calendar</del>	Cortney	12/19/18
<b>4</b>	<del>Working group status update; access for working group chairs</del>	Kuo-Wei	12/19/18
<b>5</b>	<del>Look into liaison for SCCA/UCON and AGC for communication of spec changes</del>	Kirk	12/28/18
<b>6</b>	<del>Put on agenda review of standard specs</del>	Cortney	12/14/18

Concrete Task Group Meeting Attendance Log

Member	Role	TG Meeting Date																								
		9/12/2018	12/12/2018	1/24/2019	TBD																					
Keith Hoffman	CT Chair	✓	✓	*																						
Kuo-Wei Lee	CT Member	✓	✓	✓																						
Blair Anderson	CT Member	✓	✓	✓																						
Kirk McDonald	Industry Lead	✓	✓	✓																						
Mark Hill	Industry Member	✓	✓	✓																						
Dulce Feldman	CIP CT Chair	✓	✓																							
Bruce Carter	CIP Ind. Lead	✓	✓																							
Divyesh Vora	Precast CT Chair	✓	✓																							
Doug McLaughlin	Precast Ind. Lead	✓																								
Jacquelyn Wong	M&QA CT Chair	✓	✓																							
Nathan Forrest	M&QA Ind. Lead	✓	✓																							
Marcella Wiebke	PMPC Exec. Asst.	✓																								
Joe Holland	UCPRC	✓																								
Arshad Vali	Precast Ind. Lead		✓																							
Charles Stuart	CIP Ind. Member		✓																							

Key	
✓	Present
*	Absent
	Not Required