

University of Waterloo Institute of Transportation Engineers

Meeting Minutes – February 5 2014

Attendance: Ehsan, Tae, Sahar, Shahin, Lalita, Kevin

1. What Has Been Done

- a. Newsletter: Submitted around 2 weeks ago, thanks to everyone who provided information
- b. ITE Transportation Talk
- c. Parking and Trip Generation Manual
 - Submitted Parking Trip Generation Proposal; Proposed building is an office building near campus; awaiting project award from ITE

2. Academic Events

- Site Visit
 - o Suggestion to do a Pearson Airport Tour and Highway 407 Tour together
 - o Potential to connect with Pelmorex (The Weather Network) to do a site tour
 - o **Action – Tae** - to contact and follow up with Sahar regarding Pelmorex
 - o **Action – Ehsan** – Contact Highway 407 ETR to do brief presentation and tour
 - o **Action – Sahar** - Contact Dr. Tighe to receive contact for Pearson Airport
- Guest Lecture
 - o Sahar contacted WatCAR regarding Connected Vehicles
 - o Prof. Hellinga may be a good resource to contact regarding WatCAR
 - o **Action – Sahar** – Will follow up with WatCAR on a potential speaker
- ITE Student Mixer
 - o Previous years include social event at pub or bar engage with professionals

3. Social Events

- UW-ITE to plan at least one social event this term
- Bowling and curling are being explored as a possible activity, along with lunch (pizza)
- **Action – Shahin** – Get quotes for bowling and curling activities
 - o Link to KW Granite Club: <http://www.kwgranite.com/facility-rentals/curling-rink-rentals/>
- Tentative Date: Last week of February or First Week of March

4. Newsletter: Deadline by next Annual Report

- Include your name for your section in order to be recognized in the newsletter
- Project Highlight: Dr. Casello
- Academic Events: Sahar
- Social Events: Shahin
- PhD Highlight: Tae
- Masters Highlight: Sahar
- Alumni Highlight: Tae to contact Feng and Vlad
- Closing Remarks: Kevin
- Others Elements to Include:
 - o Field Trip:
 - o Website Changes:
 - o Transportation Research Group's Actions at TRB: Lalita

University of Waterloo Institute of Transportation Engineers

Meeting Minutes – February 5 2014

5. Website

- Website to be redesigned to be dynamic and more interactive
- Tae has engaged with a web developer to build a dynamic base and be a web host
- Funding Proposal to be reviewed with Sahar

6. Funding / Sponsorship

- Account Balance: ~ \$2700
- **Action - Ehsan** - Contact list of sponsors
- **Action – Lalita** – Prepare detailed balance sheet to determine annual

7. Others

- **Action – Ehsan** – Coordinate Annual Report
- Election: Late April (Before May 1st)
 - o Members should engage with other students to nominate for positions
- Traffic Bowl: Kevin Yeung; Cam Berko; and others to participate
- **Action - Kevin** to forward ITE Toronto Section information to Ehsan and Tae