Meeting Agenda

**Date:** June 11, 2019 **Time:** TBD **Location:** TBD

Attendees: Mr. Fontaine, Joseph Keogh

1. Debrief
   1. On Boarding
      1. Job Descriptions
         1. Roles
            1. Fontaine, Babiceanu, Keogh
      2. VTRC
         1. How does it fit in to VDOT
         2. SOTE?
      3. Expectations (fits into ‘roles’ above)
   2. Job Description
      1. Different than discussed (so far)
      2. At interview
         1. Heading project, on site for help and clarification when needed
      3. Actual
         1. Doing small tasks with no foresight
         2. What Simona does not have time for?
   3. Project
      1. Timeline
      2. Deliverables & Measurables
      3. Goals
         1. Sub Goals
   4. Acknowledgments
      1. First week
         1. Fontaine gone
         2. Feeling out period
      2. Goodall and Mo have come to me with tasks
      3. Co-Workers
         1. Nice, passionate, helpful
2. Overall
   1. Ok to not get paid well if learning
3. Solutions
   1. Redefine my role?
      1. More responsibility
      2. Less responsibility
   2. Adjust hours per week?
   3. Transfer to different project?
4. Data Security
   1. Current
      1. Saved on UVA Box, downloaded onto laptop
      2. Running code on Laptop
   2. Ideal
      1. Data stored and analyzed online
         1. Fast, secure, collaborative
      2. UVA’s ‘Rivanna’
      3. AWS
5. Meetings?
   1. Do I attend?
      1. Next Tuesday (SORAC) and Wednesday (Research Staff Meeting)
   2. Unavailable after Tuesday, June 18 for in office meetings
      1. Call in?