**Lafayette Smart City Grant Team Status Meeting – Agenda/Minutes**

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| **Location:** CGI Lafayette, 538 Cajundome Blvd.; Room: Lafayette/2W-02 [14] |
| **WebEx:** (866) 557-3330,,,5910252720# ; <https://cgifederal.webex.com/meet/william.labar> |
| **Date/Time:** 2/2/17; 10:00 AM Central |
| Gretchen, Warren, Brian, Will, David |

| **Agenda / Minutes Information** | | | |
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| **No.** | **Agenda Item** | **Discussion** | **Action Items** |
| **1** | Recent news | * EPA in the news * Smart Lafayette ACT-IAC Finalist (LaBar) - * EPA Communication and Outreach (LaBar) –Will to set up Ethan meeting. Use AIQS for EPS status reporting. | * Carlee to reach out to Baltimore lead to est. connection. * Will to set up Ethan meeting. Use AIQS for EPS status reporting. |
| **2** | Administration | * Recurring Meeting Date/Time (LaBar) * Collaboration Platform/Communication (Miles) * Kanban boards for Software, Architecture and Sensor Platforms (Miles) | * Kanban board prepopulated by next Monday for CGI Dev tasks * Brian to do brief AIQS suite demo next meeting. |
| **3** | Sensor Procure🡪Deploy Process | * Initial prototype components for purchase (LaBar) * UL Research Priority Discussions (Vanicor) –   + Include Matt Delcambre in meetings.   + Parish-wide deployment approach. * LCG, LUS Fiber and CGI Planning update (Miles, Abadie) – Existing connections are a go;   + Type of connection (internal private or external IP discussion) – Decision: Internal private connection over LUS Fiber   + Power supply will be there – need to determine how to get it to the sensor. There may be a charge for ONT connection – LCG to work with LUS-F on this.   + Decision: Signals easiest for initial deployment (power and connectivity)   + Gateway server needed. Need to determine where to house. * Deployment Locations, Prioritization (Abadie)   + Identify intersections close to EPA/LDEQ sensor locations. | * Will to receive procurement list for prototypes by CBO today and initiate purchase request 2/3. * Gretchen to set up meetings with UL Geosciences and more for Research Questions that may drive location selection for deployments. Include Brian as needed. * Brian and Warren set up a server config/hosting discussion; CGI to discuss internally first to make sure CGI Spark Lab is an option. * Warren to send shape/XLS file of sensor locations to CGI to help with deployment discussions. * Gretchen and Brian to meet with USGS to discuss co-location near LDEQ sensor. |
| **4** | Software Development/Data Management Platform | * Current Development Work Summary (Miles) - * Hosting Environment (Miles) * Open Data Platform (LaBar)   + Warren working on traffic data with Joe   + Carlee to check on building footprints (…) and PZD data for CCF. | * NA |
| **5** | Partner Outreach | * US Ignite (LaBar) * Microsoft (LaBar) * Esri (LaBar) - | * NA |
| **6** | Community Outreach | * Subcommittee:   + Will, Carlee, Cydra. Gretchen.   + Carlee to set this up.   + Web & Social Media Presence; library, LPSS, etc.   + Consider Abbie Judice. | * Carlee to set up Community Outreach subcommittee meeting |
| **7** | Advisory Board | * First Meeting and Recurring Frequency – | * Will to coordinate first virtual kickoff meeting with the Advisory Board (AB). * Will to invite AB to face to face meeting on 3/31 timed with CCF. |
| **8** | Upcoming Milestones & Next Steps | * NA | * NA |
| **9** | Misc Walk-ons and Reminders | * Cajun Code Fest timing (3/30-4/1) * Adopt a Sensor – similar to CfA Adopt a Hydant in Boston idea 🡪 Parking Lot. | * NA |

**Commitment Inventory (Draft)**

1. Creation of Advisory Board
2. Sensor Procure and Deploy - Measure Ozone and PM measurements
   1. Timing for Deploy 300 – Combined Build and Buy (parts for 400, deploy 300)
      * 1. Deploy 50 by end of first 3 months; Additional 250 “over the following 6 months”
   2. Noted: MQ131, SensorTech, AlphaSense
   3. Metadata about sensors collected/reported on
   4. Sensor Calibration (will need strategy and plan)
   5. Implied: Security layer for sensors and authentication of sensors to network
   6. Bi-Directional communication to sensors
   7. Emails to users alerting need for recalibration
   8. Students will help inspect, verify and recalibrate
   9. Quarterly infield inspections of sensors
   10. Annual take down, inspect, calibrate process
3. Data Use/Availability
   1. Create StormNet, StormFront and OGC SensorThings API
   2. Launch Open Data Portal
   3. Data Availability - APIs
   4. Out of the box Data Viz of collected data: Real time map viewer & Predictive components
   5. Merge with Traffic Congestion Data – and adding security
   6. Involvement of UL School of Engineering on Sensor Build/Calibrate
   7. Incorporate Data into Informatics and SLCC capstone or curriculum
4. Sustain (Community Involvement)
   1. LCG: PM and Sensor Deploy /Maintenance Support
   2. UL:
      1. Student and Staff time for assemble, deploy, maintain
      2. Use data in STEM related courses
   3. CGI
      1. $30K for additional purchases as needed
      2. Staff time to assist in sensor assembly, deploy, maintenance
      3. Software development for Data Management Platform and APIs
      4. LPSS & Pub Library: STEM Education activities
   4. General: Maintain 250 for 3- 5 years as needed
   5. Citizen Engagement
   6. Press, Social Media, In-Person demos at various Lafayette “Venues”

**Major tasks (in rough order of importance)**

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|  | Task | Due date | Responsible | Notes |
| 1.0 | Convene first advisory board meeting | 2/1/2017 |  |  |
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| 2.0 | Identify UL professor(s) whose students will build sensors | 1/21/2017 |  |  |
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| 3.0 | Decide on committee/sub-committee structure, set meeting schedule | 1/21/2017 |  |  |
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| 4.0 | Develop project management plan |  |  |  |
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| 5.0 | Purchase, build, and document prototype sensors |  |  |  |
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| 6.0 | Identify sensor deployment locations |  |  |  |
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| 7.0 | Develop and deploy beta version of CGI SensorThings API backend |  |  |  |
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| 8.0 | Develop sensor client software for reading data from sensors and submitting to CGI SensorThings |  |  |  |
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| 9.0 | Develop beta CGI SensorThings data visualizer in LCG Esri Open Data Portal |  |  |  |
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| 10.0 | Build and deploy first 50 sensor packages |  |  |  |
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| 11.0 | Gather performance and reliability data from first 50 sensors, develop lessons-learned document |  |  |  |
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| 12.0 | Build and deploy remaining 250 sensor packages |  |  |  |
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| 13.0 | Develop data analyses/visualizations |  |  |  |
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| 14.0 | Prepare report with data findings, data management lessons-learned, etc. |  |  |  |