

# Status of *Future of TWG* Breakout Session Recommendations

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TWG Quarterly Meeting  
September 3, 2020  
Microsoft Teams

# Background

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- Breakout session conducted on November 6<sup>th</sup>, 2019 as part of the last TWG quarterly meeting
- Goal
  - Increase TWG participation and effectiveness
  - Gather feedback from stakeholders
  - Meet changing needs
- Summary document distributed to TWG members in January 2020 (*also available on TWG website*)

# Key Recommendations Status

## Standard operating procedures (SOP) for TWG

- **Complete.** TWG SOP has been emailed to TWG members for review

## Revisit Advisory Committee structure, membership, role

- **Complete.** This has been documented in the SOP.

## Continue current quarterly meetings

- **In-Progress.** Need to establish the dates for the meeting for FY2021. TWG members should play an active role in recommending discussion topics for the agenda

## Revisit subcommittee structure

- **In-progress.** Recommend using “workgroup”. Workgroup roles and responsibilities have been documented in the recommendation summary. TWG should identify the workgroups needed for FY2021.

# Key Recommendations Status

## Formalize selection process for presentation topics

- **In-progress.** Presentation and presenter selection process have been well documented in the recommendations summary. A *Presentation and training* selection workgroup established will identify presentations and trainings for fiscal year 2021.

## Identify and prioritize training needs

- **In-progress.** Training needs and delivery process have been documented in the recommendations summary. (*see previous bullet*)

## Actions to increase participation levels

- **In-progress.** Most of the agreed activities have been implemented, including: a) Posting presentations ahead of the meeting, b) Meetings in Austin, c) Advanced scheduling of meetings, d) Improved audio and visual facilities in meeting rooms.  
**To-do:** Combine TWG with training sessions/workshops (will pursue when TWG resumes in-person meetings)

# Key Recommendations Status

## Support remote participation

- **In-progress.** The previous two meetings have been virtual. Procedures are being implemented to better coordinate virtual meetings. Need to keep up the progress for when TWG meets in-person

## Serve as forum to identify research needs

- **In-progress.** Recommendation was to identify research topics through the TWG. Next steps are to identify a workgroup and moderators.

# Questions and Comments

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