

Minutes Of The
AASHTOWare Bridge Management Task Force Meeting
October 31 – November 1, 2017 **Santa Fe, NM**

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General Information – Meeting of the Bridge Task Force

Date: Tuesday, October 31, 2017

Participants:

AASHTO	Judy Tarwater	AASHTO	Project Manager
SCOA	Bruce Johnson	Oregon DOT	SCOA Liaison
T&AA	Will Holmes	Kentucky TC	T&AA Liaison
BrM Task Force	Eric Christie – phone	Alabama DOT	Vice-Chair
	Derek Constable	FHWA	FHWA Liaison
	Beckie Curtis	Michigan DOT	Bridge Management
	Mark Faulhaber	Kentucky TC	Bridge Management
	Craig Nazareth	Rhode Island DOT	Bridge Management
	Bruce Novakovich	Oregon DOT	Bridge Management
BrDR Task Force	Todd Thompson	South Dakota DOT	Chair
	Jeff Olsen	Montana DOT	Bridge Design (BrD)
	Dean Teal	Kansas DOT	Bridge Design (BrD)
BrM Contractor	Josh Lang	Bentley	Bridge Management
	Josh Johnson	Bentley	Bridge Management
	Zac Boyle	Bentley	Bridge Management
	Jeremy Shaffer	Bentley	Bridge Management
Guests	Tim Armbrecht	Illinois DOT	T-19 Liaison
	Jeff Vigil	New Mexico DOT	BrMUG Secretary

General Discussion

The meeting was convened at 8:05am. Staff from the New Mexico DOT will join the meeting later today or tomorrow. Introductions will be performed when they join.

Agenda Item 00: Review Agenda / Assign Minutes Recorder

Judy Tarwater will take the meeting minutes. The agenda was reviewed and one additional agenda item was added under Enhancements.

Agenda Item 5a - Inspection Lock Features

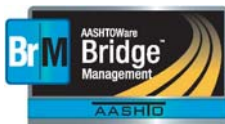
Agenda Item 01: Prior Business

1a. Review September Meeting Minutes (Handout SFNM-1a)

Minutes from the September 14, 2017, Task Force meeting held in Alexandria, VA were reviewed. The meeting minutes were approved as-is.

1b. Review April Meeting Summary Minutes (Handout SFNM-1b)

The Summary Minutes for the September Task Force Meeting in Alexandria, VA were reviewed. The Task Force approved the summary meeting minutes as-is. These will be forwarded to Paul Cooley for distribution to the BrMUG members. The BrMUG Officers will be copied on the Paul Cooley communique.



Agenda Item 02: Project Update

2a. Budget and Schedule (Handout SFNM-2a)

Bentley presented the budget report for the FY18 MSE contract. All billings reported include invoices issued through 09/30/17. Most of the work to date under the MY18 MSE contract has been under TM1 (Project Management and Administrative Services) – 32%, TM2 (Customer Support) – 20%, TM3 (Maintenance Services) – 17%, TM4 (Meetings) – 26%, TM6 (Task Force Directed Tasks) – 10%. The overall budget spent to date is little bit ahead of target – 19%.

2b. Customer Support Statistics (Handout SFNM-2b)

Bentley presented an overview of the customer support hours by agency as of 09/30/17. Agencies with the highest support levels (over 25 hours) include Alaska, Idaho, Vermont and Virginia. The Colorado DOT (Jessica Martinez) advised that they went live with the enterprise version of BrM last week.

2c. Service Unit Status (Handout SFNM-2c)

Bentley presented the service status report as of 10/17/17. In general, a majority of the service unit projects are on track. Five (5) projects, Massachusetts, New Hampshire, New Jersey, City of Phoenix, and Texas were placed on hold at the request of the agencies.

Bentley will add additional information in future reports on the last contact Bentley has had with the agencies under the 'Bentley Note' column in the project status report.

Bentley will add also an additional worksheet to the Service Unit Project Status Report to document upcoming service unit projects that are in the planning phase.

Bentley advised that the Oklahoma DOT is planning a service unit project to upgrade from Pontis 4.X to BrM 5.3 with the goal of going live in April 2018.

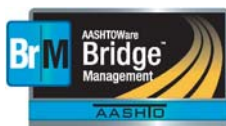
2d. License Revenue Report (Handout SFNM-2d)

Judy Tarwater provided a summary of FY18 license activity as of 10/12/17.

License Type	Quantity
BrM Evaluation License	2
BrM Educational License	5
HAO Service Units	2
BrM Local/Small Agency License	1
Local/Small Agency Support	0
Service Units	54
BrM Super Site License	42
BrM Developer License	1

2e. Service Unit Report (Handout SFNM-2e)

Judy Tarwater provided a summary of service unit activity as of 08/31/17.



Agenda Item 03: FHWA Report

Derek Constable provided the following FHWA update.

FHWA STAFFING CHANGES:

- July 24 Brandye Hendrickson named FHWA Deputy Administrator. 2015-2017 served as INDOT Commissioner. 2007-2015 served as INDOT Deputy Commissioner for INDOT Greenfield District.
- September 8 Paul Trombino nominated as FHWA Administrator. 2011-2016 served as IADOT Director and President of AASHTO. October 26 Senate Committee on Environment & Public Works approved Mr. Trombino. Nominations go to Senate floor for approval. Senate interests include reinvigoration of the highway trust fund, environmental permitting, and balancing urban and rural funding.

LAWS, REGULATIONS, POLICY:

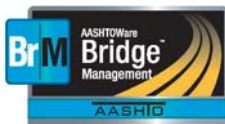
- The NBIS regulatory update is still #1 on the FHWA priority list of regulations. MAP-21 Section 1111 article 144(h)(6) specified that within 3 years of date of enactment (2012) the NBIS shall be updated to include (a) the methodology, training, & qualifications for inspectors, and (b) the frequency of inspection with consideration of risk-based approach. USDOT website lists a February 16, 2018 release for comment date but that will likely slip a few of months.
- The Specifications for the National Bridge Inventory (SNBI), i.e. “Coding Guide”, are planned to be released for public comment with the NBIS update.
- NHS Minimum Condition Penalty memo sent October 2. This year six states are affected by the provision; CT, IL, MA, NY, RI, & WY.

ASSET MANAGEMENT PLAN AND PERFORMANCE MEASURES WORKSHOPS:

- Four regional two day workshops on rule requirements and implementation were held June through September. Day one focus was asset management plan. Day two focus was performance management. Bridge and pavement breakout sessions held on day two. Bridge breakout session included 5 hours with session topics that include (1) asset management plan (provided bridge context to day one general discussion), (2) BMS, (3) performance measures and target setting. Was attended by a diverse audience of State DOT, MPO, and FHWA Division representatives from the planning, asset management, bridge, and pavement disciplines. Approximately 25 bridge discipline attendees for each.
- FHWA just initiated a contract to supplement the June 2017 Life-Cycle Planning guidance. This will include guidance specific to bridge and pavement with pilot implementation to supplement current guidance which is asset class generic.
- Key Dates:

AM Plan Rule	
Rule Release	10/24/16
Rule Effective	10/02/17
Initial Plan Submittal	04/30/18
Final Plan Submittal	06/30/19
Penalty Application	10/01/19

PM2 Rule (Bridge Performance Measures)	
Effective date	05/20/17
NBI Data Submittal	03/15 annually



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Minimum Condition Level Determination	prior 10/01 (annually)
Target Establishment	One year from effective date (targets need established one year from effective date in accord with MAP-21 requirement however reporting to FHWA is by the start of federal fiscal year)
Target Reporting	10/01/18
Performance Period Target Setting & Reporting	10/01/18 and biennially thereafter
Target Adjustment Mid-Performance Period	10/01/20 (biennially)
First Performance Period	01/01/18-12/31/18

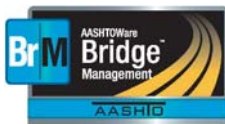
BRIDGE MANAGEMENT PEER EXCHANGES:

- First of 4 regional exchanges completed week of October 16. Purpose is to exchange experiences and initiatives in bridge management. Topics include agency processes, agency policies and actions for preservation, rehabilitation, replacement, functional improvement, and risk, BMS, asset management plans, performance measures, etc.
- Duration: 2.5 days
- Funding: FHWA funds one State DOT and one FHWA Division Office representative.

Tentative Schedule & Location			
Mid-America States	Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota, Texas, and Wisconsin	Oct 16-20, 2017	Kansas City
Southern States	Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Virginia, and West Virginia	Nov 27- Dec 1, 2017	Atlanta
Northern States	Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, and Vermont	Feb 26 – Mar 2, 2018	Manchester, NH or Springfield, MA (tentative)
Western States	Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming	Apr 23-27, 2018	Salt Lake City (tentative)

OTHER:

- FHWA just awarded George Hearn / Colorado University a project on preservation decision rules. Purpose is to produce a computational methodology and tool that agencies can using their data compute least cost rules.



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- FHWA to award phase 2 project to develop next generation performance measures and AM methodologies including pilot implementation.
- FHWA one week safety inspection course for PEs is now available. Can be taken in lieu of the two week course.
- FHWA 2.5 day tunnel refresher course now available.
- NTI first full submission due next March 15. NTI file checker in test phase. Using data from several test states.
- New definition of SD (aligned with poor classification) and computation of deck area using approach roadway alignment for bridges with deck width coded 0000 will begin with March 15, 2018 submittal. Will result in a change to the number and area of SD bridges.

Agenda Item 04: BrMUG Follow-up Discussion

4a. Survey Response Summary (Handouts SFNM-3a1 and SFNM-3a2)

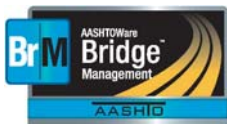
Judy Tarwater presented an Excel spreadsheet of all individual responses to the 2017 BrM End User Survey. The Task Force discussed the user responses and feedback on satisfaction levels and recommendations for improvement, focusing on the responses where the user expressed dissatisfaction in various components of the software and/or program directions as well as feedback and suggestions for improvements that have already been implemented. The Task Force evaluated feedback from end user designees who may not be aware of product directions and/or actions that are currently being taken by the Task Force.

In response to survey respondent comments related to Task Force communication, the Task Force will continue to put a priority on keeping the users informed via quarterly state reports following every Task Force meeting. In addition, when meeting minutes are finalized and redacted minutes are complete, Judy Tarwater will forward these to Paul Cooley (responsible for contents on the BrMUG website) as well as to the three BrMUG officers.

To address development process comments by more than one survey respondent, the Task Force made the decision to include a brief summary of the annual QA process and a high level summary of the results of the FY2017 QA Review in the Quarterly Update following the January 2018 Task Force meeting. The Task Force will also look into presenting an overview of the AASHTOWare development/QA process during the 2018 BrMUG meeting in Santa Fe, NM.

In response to survey respondent comments relating to data transfer issues, Josh Lang is continuing to work, and is making progress, on resolving data transfer issues between AASHTOWare Bridge Management and InspectTech.

- NJDOT - Bentley fixed their outstanding issues. No current issues
- CTDOT - Firewall between InspectTech and BrM is presenting issues for data transfer
- MSDOT - Outstanding issues. Actively testing
- LADOTD - Bentley fixed their outstanding issues. No current issues. Still trying to get them upgraded to 5.3
- IADOT - Will need support in the future.
- MNDOT - Working on an internal resolution



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4b. End User Issues

Colorado DOT

CODOT has an active service unit contract which is currently on hold, waiting for CODOT to transfer from the BrM workstation version to the enterprise version. The Bentley contact for the service unit project is Regina Buena.

CODOT is interested in pursuing bridge management features that are beyond the scope of BrM. The CODOT is currently using the BrM database for their data store and have no current plans to move away from their BrM license. They plan to watch what other states are doing in this area while also continuing to keep up with functionality added to BrM. The Task Force discussed the need to circle back with the Colorado DOT in the future to ensure they are informed on the status of BrM enhancements.

Washington DOT

WSDOT has hired an internal IT resource to provide in-house support for BrM.

Michigan DOT

The Michigan DOT is not able to get BrM 5.3 to work. Once internal permission is granted, MIDOT will forward their database to Bentley to get support to get them up and running

Manitoba DOT

The project continues to move forward extremely slowly. The response time from DOT personnel to Bentley staff is extremely slow. The DOT has still not executed their planned contract with Paul Thompson. Judy Tarwarter will continue to follow-up with Manitoba to facilitate open communication between the Manitoba DOT and Bentley.

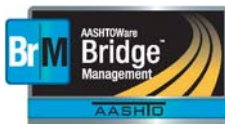
Illinois DOT

David Thompson is working with Chris Meredith.

Agenda Item 05: Enhancements – Project Work Plan Scope

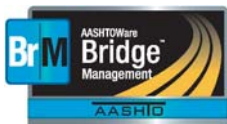
Bentley presented an overview of potential enhancements (with level of effort estimates) for incorporation into BrM 5.4.

Number	Enhancement	Action Item No.	User Group Votes	Requirements	Level of Effort
1	Technical Manual for BrM	2017-BrM-045 / 2017-BrM-016	419	See Tab / PONWEB-2520	High
1.1	- Installation and Technical Overview	-	10%	-	Medium
1.2	- Database System	-	19%	-	Medium
1.3	- Application System (Use Cases/Enhanced User Manual)	-	25%	-	Medium



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1.4	- Modeling System (Technical Details of Modeling)	-	47%	-	Medium
2	Expanded Export/Import Options	2017-BrM-046	187	PONWEB-2902	Medium
3	Clearance Tab	2017-BrM-047	178	Waiting on users / PONWEB-1564	High
4	QA/QC Module	2017-BrM-048	158	Waiting on users / PONWEB-2237	High
5	BrM 5.3 stable version (backward compatibility)	-	145	PONWEB-3047	Medium
6	Project Costing Tool/Page	2017-BrM-049	117	Waiting on users / PONWEB-2803	Medium
7	General Dashboards	2017-BrM-050	106	PONWEB-2904	Medium
8	Multimedia Interface	-	90	Waiting on Users / PONWEB-2200	High
9	Tool tips to a right-click option	2017-BrM-053	85	PONWEB-2205	High
10	Track Historical Changes	2017-BrM-054	75	Waiting on users / PONWEB-2900	High
11	LCCA to include a bridge level recursive analysis	2017-BrM-055 / 2017-BrM-015	72	See Tab / PONWEB-2229	High
12	Enhanced functionality for Utility Values & HI (with below)	2017-BrM-057 & 2017-BrM-061	63	See Tab / PONWEB-2727	Medium
12.1	- Utility Value and HI stored in DB	-	-	-	Medium
13	Work Candidates for Tunnels	2017-BrM-060	39	See Tab / PONWEB-2994	Medium
14	Task scheduler/Scheduled Reports	-	37	PONWEB-2195	Medium
15	Fix canned reports	-	10	PONWEB-3048	Medium
16	Deferred Tickets	-	-	-	-
16.1	- Rule Builder to allow comb. of condition state % (NO backport)	2017-BrM-056	67	PONWEB-2943	Low



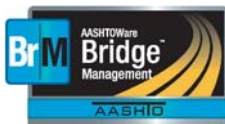
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16.2	- User table formulas (backport)	2017-BrM-062	26	PONWEB-2906	Low
16.3	- USERBRDG/USERINSP - new inspection granular control (backport)	2017-BrM-063	20	PONWEB-3020	Low
16.4	- Make elements active/inactive and not show on orphan list (backport)	2017-BrM-064	8	PONWEB-3046	Low
16.5	- Capability to make mapping feature read only (backport)	2017-BrM-065	5	PONWEB-2267	Low
16.6	- Better precision for lat/long (NO backport)	-	-	PONWEB-3067	Low
-	Release (Assume 20-40% of enhancement total)	-	-	-	-

The Task Force developed the following categories of enhancements for Bentley to pursue. Additional funding will need to be set aside for Bentley to flesh out the details of each enhancement to include the final FDS and associated cost for each enhancement.

Must Do Enhancements:

- (1) Technical Manual (full modeling system and potential for bare bones of 1 – 3) – The Task Force made the decision to develop the Technical Manual under the FY18 MSE T&M Task Force Directed Work. **The Technical Manual will be based on the optimization pyramid, providing formulas and examples.**
- (5) BrM 5.3 Stable Version (backward compatibility) – Bentley proposed moving forward with an internal model with periodic updates for bug fixes, etc. via software patches (dll replacements) via an “evergreen” model with no versions where the user would automatically receive updates (similar to Google Chrome /. Windows updates); however, such an approach would be a major departure from the current AASHTOWare development/delivery process. Therefore, the evergreen approach will be tabled for now and Bentley will proceed with strictly focusing on developing a stable version of BrM 5.3 (to be referred to as 5.3.01). The “stable” version will be a stable/patchable version that will allow agencies to update their software without the need for a complete reinstall for bug fixes. Reinstalls will support new release updates.
All reported bugs will be fixed and deferred enhancements from the FY18 MSE. 5.3.01 will be delivered in a more collapsed series of dlls to allow the software to be more easily patchable. The following enhancements will be included in the stable release of BrM 5.3, 5.3.01: PONWEB-2310 (Screen Needs List Export, Export all lists, e.g. needs list and graphs) and PONWEB-2744 (Reports: Be able to hide the “run for all bridges” option).
PONWEB-2802 (Graphs to include Performance Measure Target Lines – Programs > Program Results; Programs > Executive Summary); PONWEB-2899 (Benefit Group – Element Categories); and PONWEB-2908 (AD/Forms Mix) will not be included in the product until BrM 5.4 or later.
- (3)(4)(8) Finalize the FDSs for Clearance Tab, QA/QC, and Multimedia

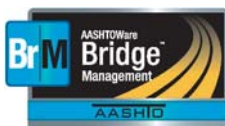


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Should Do Enhancements:

- (2) Expanded Export/Import Options – rewrite of the pdi export. Users have also requested more export/import error messages (including webservices) be generated and reported to the user. This enhancement will require extensive testing. (The current pdi code is the most costly to maintain.) - **this enhancement is complete (other than the testing) and will be included in 5.3.01.**
Bentley re-wrote the PDI functionality, at no cost to AASHTO. This updated functionality will be tested as part of the 5.3.01 work plan, and included in the release of 5.3.01. However, the scope and cost of the expanded import/export options, as shown at the BrMUG, will be finalized as a Draft FDS and presented to the Task Force in January for potential inclusion in 5.3.01 or 5.4.
- (9) Tool Tips to a right-click option – Mark Faulhaber proposed help button will bring up a glossary of all the information on that page, including the table and field information. (The glossary information could also be recycled to the main program glossary.) Hovering over an item on the page would no longer display detailed information. **to be considered for inclusion in 5.4.**
- (11) LCCA to include a bridge level recursive analysis – Current Action Item 2017-BrM-055: Bentley to finalize and forward the revised FDS to the Task Force for review and comment prior to the January 2018 Task Force Meeting. The revised FDS will include details to address comments provided by Derek Constable. **to be considered for inclusion in 5.4.**
- (12) Enhanced functionality for Utility Values & HI (with utility values stored with the sufficiency rating) – The item will be discussed further during normally scheduled bi-weekly conference calls. This enhancement will not be included in the product until release 5.4 or later. **to be considered for inclusion in 5.4.**
- (15) Fix Canned Reports – We currently have no clear direction on what changes need to be made to the existing reports. Members of the Reports TAG have provided input on actions that should be taken for existing reports. This could be included in release 5.3.01. **scope and provide cost sharing with Reports TAG to be included in 5.3.01.**
- (16.5) Capability to make mapping feature read only (backport) – This enhancement represents a functional change to how BrM was originally designed. This could be included in release 5.3.01. **(Bentley will provide cost estimates following discussion on the scope of 5.4)**

Number	Enhancement	UG Votes
1	Technical Manual for BrM	419
2	Expanded Export/Import Options	187
3	Clearance Tab	178
4	QA/QC Module	158
5	BrM 5.3 stable version (backward compatibility)	145
8	Multimedia Interface	90
9	Tool tips to a right-click option	85
11	LCCA to include a bridge level recursive analysis	72
12	Enhanced functionality for Utility Values & HI	63
14	Task scheduler/Scheduled Reports	37



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15	Fix canned reports	10
16.5	- Capability to make mapping feature read only (backport)	5
16.6	- Better precision for lat/long (NO backport)	-
-	Release (Assume 20-40% of enhancement total)	-
	Web Services RIPI	

None of the above Draft FDSs include RTMs. The work targeted for the development under the FY18 MSE will be accomplished under Task Force Directed Work.

Following the release of 5.3.01, the Task Force will discuss every bug correction to determine which will and will not be ported back to 5.3.01.

A 5.4 project is anticipated to begin shortly after the release of 5.3.01. Bentley will be asked to provide an anticipated release date.

Unnecessary Enhancements:

- Make elements active/inactive and not show on orphan list

5a. Inspection Lock Features

Inspection Lock Feature at the bottom of the Condition Page. The lock currently locks everything from the INSPEVNT Table and the Element Table. A hard lock should be added that allows only an Admin to lock/unlock. The Task Force made the decision to move this change will under the QA/QC FDS.

The Task Force discussed the future of BrM and the anticipated changes that will be required to BrM to support the requirements of the revised FHWA coding guide. In preparation for the coding guide changes, when the FHWA Coding Guide Draft document is released, the Task Force will direct Bentley to develop a high level scope and an order of magnitude estimate for what changes will be required to BrM to support the revised FHWA requirements.

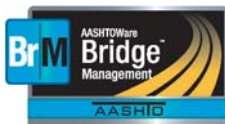
At the time the Coding Guide draft is published for comments, agencies and AASHTO should all submit comments on the impact the revised requirements will have on the transportation agencies.

Agenda Item 06: RIPI Requests

6a. Web Services

- **T&AA Review** - Judy Tarwater received a response from the T&AA on 09/13/17. T&AA advised that conceptually, web services is the preferred approach to share data between systems. T&AA also conveyed that web services is the preferred approach to share data between all AASHTOWare products, and also between all AASHTOWare Bridge products and other systems in use by DOT's. T&AA advised that they are supportive of the BrM Web Services development RIPI proposal and, as Bentley defines the architecture and technologies of the data exchanges, as in the method to perform the integration and supporting details, T&AA would be glad to provide additional review.

In addition, T&AA provided the following feedback. T&AA -



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- Recommends that multiple web services be used, with each contractor in charge of developing and maintaining the web service(s) associated with their individual product.
- Envisions that REST services will be the preferred approach for the described data retrieval/exchange.
- Suggests that before developing the web service(s), also consider any needs arising from the use of the data in a mobile environment or known needs by a DOT enterprise system – can the [same basic] service address more than simply providing a link between the BrM/BrR products. Admittedly, these needs may be found to better addressed via a separate web service(s) developed at a later time.

T&AA advised that they would be glad to offer additional comments if more detailed information is presented. They also suggested that the Task Force use the AASHTOWare Web & Mobile Data Exchange Guideline (2.090.01.2G) as reference on deciding on the direction to be used when developing the bridge product web service(s).

- **SCOA Approval** - Judy Tarwater secured SCOA approval on 10/24/17 for RIPI funding for the BrM portion of the project to link two AASHTOWare products, BrM and BrR, through a web service that will enable users to access structure data in BrM, pass it to BrDR to perform a rating analysis of the structure, and return completed rating results to the BrM for reporting to FHWA. The BrM project duration, including implementation, is estimated to be 6-12 months from the notice to proceed.

The BrM project represents Phase 1 of the web services data exchange solution and will address the development of the BrM component. Phase 2, the BrDR component of the data exchange will be pursued following the delivery of BrDR release 7.0 in June 2019. The AASHTOWare Web & Mobile Data Exchange Guideline (2.090.01.2G) will be used as a reference in making decisions on web services technical directions and feedback from T&AA will be solicited as technical directions are finalized.

- **Next Steps** - The BrM Web Services development effort will be included in the 5.3.01 project work plan contract. The project will not be completed until after the BrDR component has also been developed and tested/

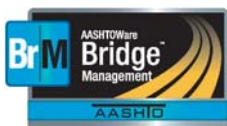
The Task Force made the decision to include this enhancement into the upcoming project plan. The web service will be written as an open API that can be used from various sources.

6b. Regression Testing Tool(s)

Two separate BrM Regression Testing Tools are being considered for possible development; 1) a Regression Tool for use during the software development processes and 2) a Regression Tool for use by end users of the software during beta testing.

- **Development Regression Testing Tool (Alpha Testing)**

The objective is to develop a standalone, BrM-Customized Regression Testing Tool to be used to supplement and streamline current practices for verifying new releases during all phases of development and testing.



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Regression testing is an important part of the testing cycle, ensuring the addition of new features do not break the existing capabilities.

• **Results Comparison Tool**

The objective is to develop a BrM-Customized Results Comparison Tool to be used to supplement and streamline current practices for verifying new releases during Beta testing and implementation.

The proposed tool will also allow members of the Beta TAG to focus a higher percentage of their time on the testing of new features. The end users not involved in Beta Testing will then perform similar testing prior to implementing the product into production.

Agenda Item 07: BrM Video Script

The Task Force reviewed the current version of the BrM Video Script in detail. Changes were made to more accurately depict the information to be conveyed.

The Task Force also discussed existing BrM training videos and the need to ensure the videos properly reference the associated software versions.

www.aashtowarebridge.com - The training tab includes videos. At the bottom of the page the user is directed to subscribe to the YouTube Page with the same videos in addition to several newer video productions. The Task Force suggested re-writing the aashtowarebridge.com page to provide a list of all the available videos and to send the user to the YouTube page (where the videos reside).

Agenda Item 08: BrM TAG Activities

8a. Testing TAG

Bruce Novakovich reported a few issues with members of the BrM Testing TAG

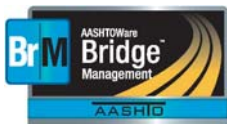
- A Testing TAG members appears to have signed up as a Testing TAG member and subsequently passing on their testing activities to a consultant. To date, no feedback has been received, making it appear that they are using Testing TAG access to gain access to beta releases of the software without actually performing testing functions.
- Testing TAG member volunteers have also indicated that they want early access to the software, never intending to actually perform testing activities.
- Should Testing TAG meetings be open for folks to attend as ‘guests’ (to listen in and ask questions)? OR, should interested folks be added to a mailing list to receive minutes from each TAG meeting?

The Task Force will make decisions on these issues during a future bi-weekly Task Force conference call.

8b. Reports TAG

Beckie Curtis presented the following list of existing reports with Reports TAG recommendations.

	Description	Action	Cost	TF Action/comments
23 Metrics Report v1.4		Keep		Send to FHWA for comment

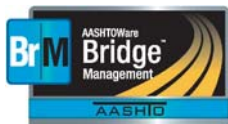


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config001_elem_states_actions (Crystal)	Listing of element, key, short name, category, material, type, NBE, Rollup key, protective system flag, defect flag, model flag, quantity and cost units, cost scale factor,	This report does not produce what you would expect. We would prefer to see an excel output of the elements.		Could this excel report/table then provide the format for import?
config002_config_options_list (Crystal)	Listing of configurable user options including name, value, description, help id	The information linked to is old and not useful. Needs to be updated to current configurable options.		Are these items we want to import? If so should there be an excel version?
config003_parameter_report (Crystal)	Listing of parameters by table. Includes field name, parameter code, display value, code description and sort/missing flag	This report needs to be kept, but should be reviewed for incomplete items or items that have been removed.		Are these items we want to import? If so should there be an excel version?
config004_data_dictionary (Crystal)	Data Dictionary. Includes table, column, nbi code, data requirements and description	This report needs to be kept, but should be reviewed for new items or items that have been removed.		
config006_user_list (Crystal)	User List. Includes key, id, name, group, role, agency, phone/email	Keep, however the report needs to show role, active/inactive and/or let you run it by role, active		
config007_misc_sys_param (Crystal)	Some parameters including environments, element materials, element categories, element types, action types,	Delete		
config008_actions (Crystal)	List of actions with key and a note I don't understand	This report should be a more comprehensive overview of the actions with the information we now provide as part of modeling		Could this excel report/table then provide the format for import?

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config009_ui_navigation (Crystal)	User interface navigation - listing of all of the tabs	Keep and Modify. The tasks need to be in order with control groups in order, etc. Roles should be added.		
config010_app_security (Crystal)	List of things and what security (Visible, read only, mobile visible, mobile read only)	Keep, no changes noted		The thought is this "could" be useful, but not sure if anyone uses it. Does this include custom pages?
insp001_inspection_sia_metric (Crystal)	SI&A data	Delete		Reports TAG voted to not update Metric Reports, pending TF agreement
insp002_inspect_report_metric (Crystal)		Delete		Reports TAG voted to not update Metric Reports, pending TF agreement
insp003_inspection_schedule (Crystal)		This report needs to be kept, but should be reviewed for incomplete items or items that have been removed. Uses inspevnt.inspname which doesn't get populated any more.		
insp004_inspection_resource_req (Crystal)		This report needs to be kept, but should be reviewed for incomplete items or items that have been removed.		
insp005_bridge_health_index_det (Crystal)	Shows background calculations for health index for a bridge.	Keep but update to current HI calculations		Would be nice to also have a similar Utility Value calculation, would need to identify which profile was used.



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insp006_network_elem_sum (Crystal)	listing of all recorded elements in network.	Delete		Reports TAG voted to not update Metric Reports, pending TF agreement
insp007_inspection_sia_english (Crystal)		Keep but update any modified fields and reformat. All reports should have respectable font size.		Multiple states have provided samples that could be used.
insp008_inspect_report_english (Crystal)		8, 11-18 should be replaced with 1 or 2 example reports, assuming most people would then edit to create a custom version.		
insp009_network_elem_sum_english (Crystal)	listing of all recorded elements in network.	Keep, needs to identify bridge, add calculated HI, show any defects on element or protective systems		
insp010_bridge_condition_summary (Crystal)	NBI ratings	Needs fields to be updated to current fields. Should show good/fair/poor. Should include feature intersected		
insp011_inspect_report_metric (Crystal)		8, 11-18 should be replaced with 1 or 2 example reports, assuming most people would then edit to create a custom version.		
insp012_inspection_sia_english (Crystal)		8, 11-18 should be replaced with 1 or 2 example reports, assuming most people would then edit to create a custom version.		
insp013_inspection_sia_metric (Crystal)		8, 11-18 should be replaced with 1 or 2 example reports, assuming most people would then edit to create a custom version.		



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insp014_inspect_report_english (Crystal)		8, 11-18 should be replaced with 1 or 2 example reports, assuming most people would then edit to create a custom version.		
insp015_inspect_report_metric (Crystal)		8, 11-18 should be replaced with 1 or 2 example reports, assuming most people would then edit to create a custom version.		
insp016_inspect_report_english (Crystal)		8, 11-18 should be replaced with 1 or 2 example reports, assuming most people would then edit to create a custom version.		
insp017_inspect_element_report_english (Crystal)		8, 11-18 should be replaced with 1 or 2 example reports, assuming most people would then edit to create a custom version.		
insp018_inspection_sia_eng (Crystal)		8, 11-18 should be replaced with 1 or 2 example reports, assuming most people would then edit to create a custom version.		
Tunnel report v1		Keep, be sure to address ponweb-2562		

8c. Database TAG

Craig Nazareth reported that the Database TAG is moving forward with the ERD. The information from the ERD will be included in the Technical Manual.

Agenda Item 09: FY18 BrM QA Report

Judy Tarwater presented a summary of the FY17 BrM QA Report.

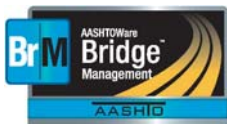
Agenda Item 10: FY2018 – Preliminary Discussion

10a. Catalog

No discussion.

10b. FY2019 MSE Work Plan

No discussion.



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Agenda Item 11: Update User Manual Walkthrough

The Task Force discussed the feedback received from End Users on requested content and priority given to the BrM User Manual Update.

Agenda Item 12: Marketing Activities

The Task Force discussed opportunities to get more information out to the user community on the features and benefits of using AASHTOWare BrM.

The Task Force specifically discussed the BrM 5.2.3 white paper published in conjunction with the April 2017 11th International Bridge and Structure Management Conference.

Agenda Item 13: Draft Quarterly Status Report

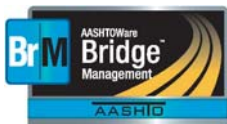
The post October/November Task Force meeting Quarterly Report will be discussed and finalized during the biweekly Task Force conference calls.

Agenda Item 14: Review Action Items

Judy Tarwater reviewed the action items recorded during the meeting.

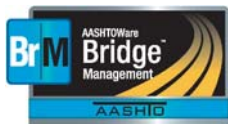
Agenda Item 15: Executive Session

The meeting adjourned at 5:30pm.



Attachment A: Listing of Bridge Task Force, TRT, TAG and User Group Personnel

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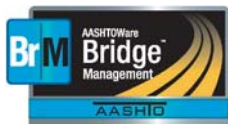
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