

Monthly Meeting (January 2020)

Location: Skype

Date: January 28, 2020

Time: 2:15pm - 3:10pm

Attendees: Choon Park, Jin Park, Josefin Starkhammar, and Nils Ryden

Revisit the TAP/Kickoff Meeting

- Nils commented that the meeting was impressive with legitimate questions and their knowledge on the topic. Choon added that it showed the TAP meeting participants' interests in this project.
- It was a good idea for Choon that he included the recent development done by Nils and Josefin (including MEMs and Bounding Ball Source) in his ppt presentation at the meeting to help the TAP members envision how much of previous works have progressed before starting of this project and to which direction the future works for this project will proceed.

How to keep up the project schedule

- We will need a common platform to share the progress of each member and to keep up with the project schedule
- Choon and Jin will create a dedicated website/blog for this purpose

Monthly Invoice and Progress Report to submit to MnDOT

- Choon went over the two forms provided from MnDOT to explain how to read and how to fill out the forms
- Each party (Park Seismic and Norrfee Tech) will need to prepare its own invoice and monthly progress report using the form provided by MnDOT, and then Park Seismic (Jin) will gather the forms and submit them to MnDOT as needed.
- For the hardware components, each investigator should buy them as he or she needs, and then he or she would charge it to the invoice for the month. Park Seismic will pay the cost within 10 days after receiving the fund for the month from MnDOT.
- Josefin questioned about customs fees for the final deliverable when Norrfee Tech would transfer it to MnDOT at the end of the project. Since we did not think about it till this meeting, we would need to ask about it to MnDOT. Jin suggested that Josefin should write an email to

MnDOT to clarify this matter. Choon said Kendall would be a good contact to discuss this matter.

- The Invoice and Progress Report for this month should be ready for Jin to send them to MnDOT at the end of the first week of February.

Payment schedule and method (to Norrfee Tech)

- Bank wire transfer would be the most common way and the safest way between countries.
- Park Seismic will need to pay within 10 days after receiving the fund from MnDOT and provide the receipt for that to MnDOT.

Technical Discussion

- Nils responded to Choon's previous email inquiries about the temperature impact on the dispersion behavior of surface waves through HMA. Choon previously questioned the dispersion, in a strict sense, cannot be uniquely determined solely by the elastic property because temperature also contributes to a certain extent.
- Nils commented that it was the main point of the file he recently shared, and we have to consider how to handle it during the measurement and analysis stages.
- Choon commented we focused mainly on the administrative aspects for today's meeting so that we would be able to focus mostly on the technical aspects from the next meeting and on.

Future Monthly Meeting set up

- The monthly Skype meeting will be on the last Tuesday of the month for about an hour starting at 2:15 pm EST.
- Jin will send a reminder email a couple of days in advance for the meeting.
- If anyone has agendas for the meeting, he/she should submit them at least a few days in advance.

Thank you!

Submitted by Jin Park