Agenda: *Final Version*

September Meeting and Ops TIM Day 1	**Wednesday, 09/14/2005** **8:00 AM to 5:30 PM** **SLAC Bldg 48 and Redwood Room C/D**

Meeting called by:	*Ken Lehtonen*	Type of meeting:	*Technical Interchange Meeting w/SLAC/FOT/GBM/SASS/et.al.*
Note taker:	Ken Lehtonen		**Telecon#:** *1-866-836-1481 PC#205535*
Attendees:	SLAC, GBM, FOT, FSW, I&T, GSSC, SASS, GPO; et.al.		
Please read:	Procedure Development/PROC Validation charts; Mission Planning handouts; etc.		
Please bring:	Electronic Charts or Presentations (Use USB Memory "Sticks"): Laptop Available		

Agenda

		Approximate Times
Introductions ▪ Welcome; SLAC Logistics; Introductions ▪ Agenda ▪ Review Current Ground System Schedule ▪ Review of February Ops TIM AIs, other AIs	**R. Cameron** **K. Lehtonen**	8:00 to 8:30 (30 Minutes)
Status of Major Ground Elements: Release Schedule, Current Activities	**MOC; GSSC; LISOC; GIOC; SASS**	8:30 to 9:00 (30 Minutes)
Security Status of Ground System ▪ Status of NACs and other Related Paperwork ▪ Personnel Screening Matrix ▪ Data Products & Facility Restrictions**:** "Asset Protection" Update	**C. Sigman** (via telecon from Atlanta/CCSDS Mtg.); ALL	9:00 to 9:15 (15 Minutes)
Procedures Development/Validation ▪ Current Status: Any Major "Roadblocks?" ▪ Narrative Procedures & CM, etc. ▪ Process & Schedule for Development of Observatory I&T AstroRT & STOL PROCs ▪ Review Process drafted by GOWG	**John Nagy/Doug Spiegel: Discussion Leads** with participation from W. Burk, L. Bator, R. Preece	9:15 to 11:30 (135 Minutes)
LUNCH	ALL	60 min [11:30 to 12:30]
SLAC Tours/Demos ▪ LAT Instrument (if accessible) ▪ LISOC Release 1 Demo	**R. Cameron, et.al.**	12:30 to 1:15 (45 Minutes)
GLAST Testing ▪ GRTs: results; status; schedule ▪ Data Products Needed for GRT#3: VC8-VC9 ▪ End-to-Ends (ETEs), RF Compat Test(s), Mission Simulations& Rehearsals: Schedule & Contents ▪ Coordination of Ground Testing with Observatory I&T Planning	**Beth Pumphrey** (via telecon); **Joy Henegar**	1:15 to 2:30 (75 Minutes)

Science Data Products ICD (See Above Also)	Robin Corbet, Lead	2:30 to 3:00 (30 Minutes)
▪ Current Status & Release Date ▪ Use of Science Products with GRTs, ETEs, Data Challenges, etc.		
Time Handling ("End-to-End")	**Ross Cox, Lead**	3:00 to 3:30 (30 Minutes)
▪ Type of time; where is it; who is responsible for which time conversions, etc		
Database Management & Control	**Wendell Burk, Lead**	3:30 to 4:30 (60 Minutes)
▪ Maturity ("Next" Version) of SASS Delivery ▪ Delivery Schedule from SASS and IOCs ▪ Database Verification, Security, & CM		
Day 1 Summary and Review of AIs Documented	**Ken Lehtonen**	4:30 to Adjourn
"Road Trip" to Palo Alto For Dinner? (TBS)		6:00--

September Meeting and Ops TIM Day 2

Thursday, 09/15/2005
8:00 AM to 5:30 PM
SLAC Bldg 48 Redwood Room C/D

Meeting called by:	*Ken Lehtonen*	Type of meeting:	*Technical Interchange Meeting w/SLAC/FOT/GBM/SASS/et.al.*
Note taker:	Ken Lehtonen	**Telecon#: *1-866-836-1481 PC#205535***	
Attendees:	SLAC, GBM, FOT, FSW, I&T, GSSC, SASS, GPO; et.al.		
Please read:			

Agenda

		Approximate Times
***Continuation* of Any Previous Day's Topics**	**K. Lehtonen/ALL**	8:00 to 8:30 (30 Minutes)
Mission Planning	**John Nagy, Lead**	8:30 to 10:30 (120 Minutes)
▪ OAs Needed between FOT & LAT/GBM? ▪ Contingency (i.e., mid-week) Plans ▪ Status of DFCD for Operations	**Erik Andrews**	
Planning for GRB Alerts & Diagnostics	**Rob Preece, Lead**	10:30 to 11:30 (60 Minutes)
▪ Alert Flows, Timing, & Communications ▪ Targets of Opportunity & LAT Modes ▪ GLAST-to-GCN ▪ "*Diagnostics*" White Paper	**Lori Bator** **Ross Cox/Erik Andrews**	
LUNCH	ALL	11:30 to 12:30
Data Management	**Ross Cox, Lead**	12:30 to 1:30 (60 Minutes)
▪ Data End-to-End Accountability Reporting ▪ 98% Data Capture Requirement ("Re-dumps" Ops Concept)	**John Nagy/Doug Spiegel**	

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L&EO		1:30 to 4:30 (180 Minutes)
▪ Mission Planning: Documents & Tools	**John Nagy**	
o "Demo" of GLAST MPT Software		
▪ Required documentation: **MOA,** etc.		
▪ Draft Activation Timelines: SASS; LAT; GBM	**Wendell; Lori; Rob P.**	
▪ Roles & Responsibilities: GPO; SASS; Instrument Teams (MOA Follow-up)	**Ross Cox**	
▪ Status of Special Hardware/Software Survey Needed at MOC during L&EO (and Sims, etc.)	**John Nagy**	
▪ Review of Science "Re-dump" Philosophy	**Nagy/Spiegel/Cox**	
▪ RTS Update	**Wendell Burk**	
MOR Planning: ~3/15-3/16 2006		4:30 to 5:00 (30 Minutes)
▪ Sample Agenda/"Board-Focused" Topics/Pre-MOR Process	**Ken Lehtonen, et.al.**	
▪ "Sample" Charts Provided/Swift MOR LL (Ken/Omitron)	**Doug Spiegel**	
Review & Wrap-up	**ALL**	[5:00 - Adjourn]
▪ Action Items Captured		
▪ Topics for Future GOWGs, Ops TIMs; GIMGOMs		

Additional Information: Notes

Special notes: *Additions or modifications to the Agenda will be made in "real-time" during each day's sessions.*