

## **ExAOC CoD Project Management Summary – 6/7/04**

### **Communication:**

#### **Face-to-face meetings –**

1. Kick-off at UCSC – June 6<sup>th</sup> and 7<sup>th</sup> – everyone
2. Science workshop at UCB (??) – July – science team
3. Mid-term review at HIA – October 4th and 5th – everyone
4. pre-CoDR at UCSC – January 10th, 11th, and 12th – internal reviewers (list TBD)
5. other (Bruce's, etc.)

#### **Weekly project-lead status telecons –**

Mondays, 9:00 to 10:00 AM Pacific time –

- Rene Doyon – UdeM / INO
- James Graham – UCB
- James Larkin – UCLA
- Bruce Macintosh – LLNL / UCSC
- Ben Oppenheimer – AMNH / STSci
- Dave Palmer – LLNL / UCSC
- Les Saddlemyer – HIA
- Kent Wallace – JPL

#### **Monthly project-wide video/telecons –**

First Monday of each month, 9:00 to ~11:00 AM Pacific time – everyone

#### **Informal –**

People and institutions are encouraged to keep open lines of communication.

#### **Document repository –**

A document repository is being set up to hold:

- meeting notes
- write-ups
- papers
- formal documents

### **Tracking:**

#### **Task – four interim milestones for each institution:**

- each milestone will have a date, description, and deliverable
- deliverables can be a document, decision, research conclusion, etc.

#### **Financial – monthly money spent for the month and to date**

#### **Technical – brief reports monthly (for inclusion in monthly report to Gemini)**