Category	Task	Ballentine	Clark	Evans	Geerts	Knupp	Korolev	Kosiba	Kristovich	Laird	Metz	Minder	Sikora	Steiger	Steenburgh	Stossmeister	Williams	Wurman	Young	Zaff	Other??
Sound- ing related	Request launches from King City during project days						0		0												
	Determine supply / staff needs for King City launches						$\bigcirc$		0												
	Coordinate multi-sonde comparison for Graw & Vaisala; day and night comparisons		0						0	0				0	0						
	Purchase Graw sondes from the same LOT								$\bigcirc$		$\bigcirc$				$\bigcirc$						
	Purchase Vaisala sondes from the same LOT?		0											0							
	Order helium for all of the sounding sites		0																		
	Determine issues/requirements related to moving helium canisters to Canadian sites								0												
	Seek method of uploading sounding data and/or plots while sounding data are being collected								0												
	Coordinate plans for taking soundings on north and south sides of LLAP bands									0				0							
	Draft sounding site plans for short- fetch cases, emphasis downwind of Lake Ontario									0											
	Determine Canadian ATC, power plants, other safety officials requirements, procedures for soundings								0												

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UWKA flights	Review flight leg plans for short-fetch, upwind goals								0												
	Review flight leg plans for short-fetch, downwind goals		0										0						$\bigcirc$		
	Change outline of region for FAA permission to use lidar		0										0						$\bigcirc$		
	Finalize flight plan options for LLAP and Tugg Hill cases				$\bigcirc$										0						
Snow Obs	Seek use of MASC (3-D snow particle imagery)											0			0						
	Determine locations for manual snow samples, HotPlate, SSS, MRR, etc.											0		0	0						
	Letter to observers in regional snow observation networks for additional obs during OWLeS														0					0	
MIPS, MUPS,	Look into possibility of utilizing Coast Guard boat for over-water obs													0							
	Seek sources of data on ice cover over small lakes in region								0												
	Seek use of second tethered balloon to support LLAP investigations		0																		
	Determine sites for MIPS and MUPS during short-fetch and LLAP cases		0			0							0								
	Contact US and Canadian authorities to request buoys left out Dec/Jan													0							
	List operational data collection needs for real-time decisions & archive														$\bigcirc$	0	$\bigcirc$				
	Coordinate access for NWS Offices to project data			$\bigcirc$												$\bigcirc$	$\bigcirc$			$\bigcirc$	

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Forecast ing	Seek use of larger outer region and/or smaller resol. in study region - WRF	0																			
	Coordinate staffing of forecasters for IOP and non-IOP days													0							
	See if fire weather model can be run during OWLeS														0						
	Coordinate NWS presentations for planning meetings			0										0						$\bigcirc$	
	Coordinate all-project personnel briefing 3 Dec., 10 AM EST, Oswego													0							
Commu nication	Determine availability of internet in Canadian study region								0												
	Determine availability of internet in Tugg Hill study region														$\bigcirc$						
	Check availability of guest wireless access													$\bigcirc$							
Safety	Seek info on satellite-based location reporting services – remote areas																	0			
	Seek winter weather survival video and/or internet resource														0						
	Ensure all participants are aware of group-specific safety requirements		0		0	0		0	0	0	0	0	0	0	0			0	0		

Finalize decision on third member of Steering Committee

Category	Task	Ballentine	Clark	Evans	Geerts	Knupp	Korolev	Kosiba	Kristovich	Laird	Metz	Minder	Sikora	Steiger	Steenburgh	Stossmeister	Williams	Wurman	Young	Zaff	Other??
Decision -making	Determine day to review resources and objective-reaching status				$\bigcirc$			$\bigcirc$	0						$\bigcirc$						
	Design "scorecard" of resource availability and use															0	0				
Report- ing	Determine reports needed for IOP and non-IOP days				$\bigcirc$			$\bigcirc$	0						$\bigcirc$	0	0				
	Review data availability, use, and acknowledgement policy				0				0						0	0	0				
Out- reach	Coordinate Media Day, 4 December at Penn Yan Airport							$\bigcirc$						0							0
	Contact Cheryl Dyvas at NSF to coordinate media activities							0						0							0
	Coordinate visits to project facilities, ops center by regional students									0				0							
	Coordinate Seminar Series													0							
	Determine if credit can be offered by various schools for seminar series													0							$\bigcirc$