

Action Items:

- Solidify timeline and daily tasks
- Streamline staff and task list. Get inputs for individual schedules and locations or virtual. Include modeler positions. Send list of names for time periods and locations.
- Training on Mission Planning Software (Bob/Pat) or HRD software and MTS.
- Add "Tropic" 20July-15Sep to schedule for Air Force Flights coordination
- Staffing plan in writing from NASA (Joe G.)
- Send deployment plan and day in a life from NASA- include formats of information required from science team (Joe G.)
- Cost estimate for different locations including Bermuda and St Croix (survey required) (Joe G.)
- Verify requirements and timing for CARCAH (Jason)
- Test Flight (Jun 10-12)- send names of personnel for visit request 2 weeks prior. Require INMARSAT comms for Quicklook. (Joe G.) Require rain event. (Natalie)
- Require Field Catalog the week of 8July to begin populating (Steve W.)
- NASA make flight data available (Joe G.)
- Training on loading sondes (Lee) – personnel list (training during test flight) (Natalie)
- Add to daily timeline- work with flight crew to modify flight plan on day prior to flight (after 10 am call unless flying early)
- NASA send fly over clearance for Mexico and Air Corridor – Bay of Pigs Corridor. (Joe G.)
- Get HRD Flight planning software to test. Decide on Flight planning software with telecom- HRD/PatBob. Change output format for NASA to Degree/Min/Decilmin. (Jason – to Bob, Will, Jon, Michael B., Jim).
- Create WB-57 modules with common waypoint names and formula (convention) relate to a Lat/Long. Follow on telecom. (Joe G., Jon M., Pete, Jason, Bob)
- Names of additional forecasters to support, include in staff plan. (Derrick)
- Coordinate models to get into catalog. (Greg, Forecasters, Sharan/Brian, +research models)
- Staffing for instrument status (Ops Group)
- Plan of the day format for ops plan (Pete)

- Coordinate badging and personnel access for all deployed locations
- Coordinate with other experiments for naming convention of storms (Jim, Jason, Jon, Rob)
- Use of catalog and archive for 3 groups (Steve)
- TCI MTS page by 8 July, additional data sources for MTS and Catalog
- Collect MTS accounts (requests by April 22) (Jason)
- Forward operations: Hot spot (Lee)
- Climatology (Jon)
- Deconfliction for frequencies of instruments GH sondes vs. HDSS (Lee, GH rep)
- Email lists for individual groups
- Names of mission scientists for GHOC / Wallops