ESPO Team Tag Up Agenda – 7/24/18

Attendees:

ARC**:** QA, **BB, DC, EC, KD, DJ,** LJ, **EJ, BL, SM, SN, AP,** VS**, AT, MV,** BW,JZ

TDY: QA, BW (EXPORTS), LJ (O3)

AL: JZ, VS

1. Intro (MV)
	* WEBEX: Password: 1230
	* Division update
		1. Acting SGE Branch Chief Joseph Coughlan (4 month detail)
		2. Bridenstine visit 8/30
		3. Communication specialist
		4. Unauthorized devices
2. Computers/IT (BB, DC, KD, AP)
3. Logistics (BW)
4. Manpower planning (MV)
	* Travel fast track schedule for 2018 (includes travel dates)
5. Share info:
	* Training:
		1. Forklift
	* Procedures:
		1. Cash advance (JZ)
		2. CS travel orders for Calendar 2018
		3. PR deadlines (Purchases (8/15), task orders (7/23), incremental funding 9/18)
	* Tools:
		1. Poster printer (room 184) 36”
		2. TASS
	* Team:
		1. Picnic
		2. Katja coming out July 31
		3. Sept 4 (pizza)
		4. Sue T.
6. Mission Updates
	* ATom (DJ/EC)
	* ORACLES (BL/DC)
	* EXPORTS (QA/VS)
	* OIB (JZ)

2019

* + CAMP2Ex (JZ/TBD)
	+ FireEx-AQ (DJ/BL&QA): DC-8/B-200. NOAA P-3 in Boise

Site Visit (Aug) STM Oct 24-26, Website

1. Other Projects
	* Natural Hazard Science Response/Volcano (BL)
	* Peru DC-8 Parts (JZ)
	* National Conference of State Legislators (LJ)
	* KORUS Science meeting (JZ)
	* EPIC (VS, JZ)
	* PM Guide (EC)
	* SOFRS (VS)
2. Next meetings:  **7/31, 8/14, 8/28, 9/4, 9/11, 10/16, 10/30**
3. Demos:
	* July 24? – Comp Time Review (BL)
	* July 31 – Zuni training (MV/KD)
	* Aug 14– Food/swag regs (EC/LJ)
	* Aug 14 - PM Guide (EC)
	* TBD – Fast Track review (JZ)