ESPO Team Tag Up Notes – 11/05/19

Attendees:

ARC**:** QA, **BB, DC, EC, (KD), DJ,** (EJ), **BL,** (SM), **SN, CM, AP, VS,** AS**, KS, AT, (MV),** BW**, JZ**

TDY: EXPORTS (QA, BW), ESI meeting (SM, AS)

1. Intro (MV)
	* PM highlights are now **due COB Fridays** – Every week to BL; copy MV-Bernie is assuming this responsibility now. Please include a brief, bullet version for Helen’s weekly highlights; and the more detailed paragraph which appears in the appendix at the end of this document. Two things for each project.
	* Individual tagups with MV (1/2hr before the end of the year). Schedule this if you have not yet done so.
	* Job openings- Logistics and Project Coordinator- Vidal referred a person. See descriptions on the baeri.org page.
	* ESPO calendar**-**
		1. BL and MV creating an annual calendar for the year. Drop pictures In the Google docs folder (search for ‘ESPO 2020 Calendar’)
		2. ARC-ESPO shared calendar – create an event/meeting on your personal calendar then invite the ARC-ESPO calendar to notify the team. Some initiate the invite on ARC-ESPO, but then you have to invite yourself (and accept). For TDY, AL, start with your initials in parens.
	* From Centerwide: Flu shots are available to anyone with an Ames hard badge (not a visitor badge). The supply is dwindling.
2. Computers/IT (BB, DC, KD, AP)
	* New website features/activities
		1. Completed an upgrade this past weekend -- option to add posters to ESDPubs. Susan might want to use this for event posters/presentations. These are public.Projects will still post STM presentations on project websites behind a password.
		2. Question on whether these need to be cleared with a 1676 – yes, it is public. We assume and can ask for confirmation that the author has completed his organization’s review process. But authors can upload these directly.
		3. New privacy feature (Brad): You can also mark a page as restricted so it is only visible to those that are in the group (password protected). Therefore, you can have something like the calendar or POD on the website but not public.
	* O365 Teams and planner- like Slack, Asana for Microsoft. You have to VPN in. There is potential for this to be a useful tool, especially if they clear it for use by collaborators (outside). Currently good for internal team, not external. Dan encourages us to test this out. The team voiced concern about another communication feed to “get lost in”.
	* Drew noted that Alex has possession of Tony’s phone and computer.
	* Is there any reason to keep the airborne science calendar functioning? ARC-ESPO (on Outlook) has replaced this. Consensus: no. Brad will disable it.
	* The Division web site has photos, bios and CVs for all personnel. ESPO members should check the website to see if their information needs to be updated. Go to earthscience.arc.nasa.gov and you will be redirected.
3. Manpower planning (MV) -A new manpower plan and travel schedule are in work; it was sent to PMs for feedback (please provide feedback) and next step will be to send to the team
4. Share info:
	* Training: There have been several Centerwides describing HTSOS and FACT training processes. Go to the HR page at

<https://intranet.share.nasa.gov/arc/hr/employee_development/SitePages/Mandatory%20Foreign%20Security%20Training.aspx> or call Christin Doan at x4-4662

* + Procedures: for stickers and patches-, we can’t go directly to John Woebcke any more, we must contact Diana Frontella. Bernie is researching the new procedure.
	+ Team:
		1. Lunch on Thursday- 1130 Tied House. Happy Retirement to Dave. His last official day will be December 31. His last day in the office is December 19.
		2. Team meeting 11/26, 12/3, 12/17 are pending. Please update your vacation plans on the shared calendar so we know who will be in on what days.
		3. The idea of a demo meeting has been replaced with the schedule of demos below.
1. Mission Updates (see Appendix 1)
2. Next meetings:  **11/12, 11/19, TBD, 1/7**
3. Demos: **NEED DATES**
	* Lessons Learned from EVS2 missions –Dave (11/5) DONE
	* Demo on GoPro – Jhony (11/12)
	* SOFRS and ASP – Sommer (11/12)
	* IT preview – Dan (11/19)
	* Conference rules – Susan (11/19)
	* Airlifts – Sommer - Dec or Early 2020, tbd; depends on people’s absences
	* Lessons Learned from EVS2 missions –Bernie – Dec or Early 2020

**Words for the week:**

**Lie vs. Lay**

We’re all pretty clear on the *lie* that means an untruth. It’s the other usage that trips us up. *Lie* also means to recline: “Why don’t you *lie* down and rest?” *Lay* requires an object: “*Lay* the book on the table.” *Lie* is something you can do by yourself, but you need an object to *lay*.

It’s more confusing in the past tense. The past tense of *lie* is—you guessed it—*lay*: “I *lay* down for an hour last night.” And the past tense of *lay* is laid: “I *laid* the book on the table.”