ESPO Team Tag Up Agenda – 11/12/19

Attendees:

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

TDY:

Out: SM, EJ, MV, CM

1. Intro (MV)
	* PM highlights are now **due COB Fridays** – Every week. cc: MV
		1. Bernie’s going to bug you for a while but you will comply.
	* Job openings
		1. <https://baeri.org/careers/logistics-manager>
		2. <https://baeri.org/careers/project-coordinator>
	* ESPO 2020 Calendar: please drop photos in the folder on Google Drive
		1. ESPO Share > ESPO Team - External Sharing > ESPO Presentation > ESPO 2020 Calendar
		2. Get your photos in!
	* Centerwide: flu shots are available
		1. Get ‘em while they’re hot! They might run out soon.
2. Computers/IT (BB, DC, KD, AP)
	* Check the Division web site for you bio/photo/info and revise as necessary. POC is Sara Rojo-Perez
	* Vidal has had issues with ESPO calendar/personal calendar synch and reminders.
		1. Vidal says his is updated but it didn’t match the ESPO calendar. Dan says they don’t talk to each other. Vidal invited ARC-ESPO but it didn’t work. He has reported this issue to Alex.
3. Logistics (QA, BW, DT, TC)
	* 1. No updates.
4. Manpower planning (MV)
	* New travel schedule in work
		1. Marilyn wants feedback from PMs by Friday of this week.
5. Share info:
	* Standards: rescheduled to Nov 15 (conflict with PAO/EVS3 call)
	* Training: FACT, IT Security, Elevated Privileges
		1. 2020 Cyber security training; In addition, if you choose to have elevated privileges you’ll need to take two additional courses: Elevated Privileges on NASA Information Systems (ITS-002-09) and MAC OS X Security (ITS-001-09).
		2. Susan sent an e-mail to the group regarding FACT training. Alex and Sommer are scheduled to take it in January (maybe; depends on travel). Erin may take it in June but he’s pulling that date it out of his hat. Susan also sent a partially filled out form to use as a template.
	* Tools:
		1. Alex’s PIV-M email
		2. Susan’s FACT email
		3. Our Property Custodian; Jim Podolske (james.r.podolske@nasa.gov)
	* Procedures: for purchasing stickers, Diana Frontella
		1. Bernie sent out an e-mail with procedures. The effect of the change is that it could take longer and it could be more expensive to have stickers made. Rush could add to the cost. $1.59/sticker was the price that Vidal and Katie got for IMPACTS stickers – 1.5 weeks to delivery.
	* Team:
		1. Last week’s lunch was fun!
		2. Will we hold meetings on 11/19, 12/3 EPIC, 12/17??
6. Mission Updates (see Appendix 1)
7. Next meetings:  **11/12, 11/19, TBD, 12/17?**
8. Demos: **can someone video/record today’s demos?**
	* Demo on GoPro – Jhony (11/12) TODAY
	* SOFRS and ASP – Sommer (11/12) TODAY
		1. Sommer gave an outstanding SOFRS presentation.
	* IT preview – Dan (11/19) NEXT WEEK
	* Conference rules – Susan (11/19) ) NEXT WEEK
	* Airlifts – Sommer - Dec or Early 2020
	* Lessons Learned from EVS2 missions –Bernie – Dec or early 2020

**Words for the week:**

**Passed vs. Past**

Passed is the past participle of the verb *to pass*, meaning *to move on or ahead; proceed.*It can function as both a transitive and intransitive verb. For example,

* The car passed me in the left lane.
* I unknowingly passed by her in the crowd.
* The train car passed through the mountainside.

Past, unlike *passed*, has many different functions. It can be an adjective, noun, adverb, and even a preposition. Most of its meanings have to do with time.

**As an adjective**, *past* denotes some time before the present or no longer current. For example,

*The past 12 months have been especially difficult.*

**As a noun**, past means the time before the present. This is different from the adjective because as the adjective form denotes a time before the present, the noun *is*the time before the present. For example,

*In the past, I had trouble with my finances.*

**As an adverb**, past means *so as to pass by or go beyond*.

*The running back ran past the defensive line.*

**As a preposition**, past means *beyond in position, further than*. For example,

*My house is two past the stop sign.*

*The time is half past two.*