

**SMEX Phase A Kickoff
Greenbelt Marriott
November 21, 2003**

Agenda:

Plenary sessions in Salon D

8:15 – 8:30	Welcome	Jim Byrd (GSFC), Tony Comberiate (GSFC)
8:30 – 9:30	Rules for Phase A	Paul Hertz (HQ), Carlos Liceaga (LaRC)
9:30 – 10:30	Science Overview	SMEX PI's, 8 minutes each
10:30 – 11:15	Session 1	Round robin debriefs and breakout sessions
11:15 – 12:00	Session 2	Round robin debriefs and breakout sessions
12:00 – 12:45	Session 3	Round robin debriefs and breakout sessions
12:45 – 1:30	Session 4	Round robin debriefs and breakout sessions
1:30 – 2:15	Session 5	Round robin debriefs and breakout sessions
2:15 – 3:00	Session 6	Round robin debriefs and breakout sessions
3:00 – 3:45	Session 7	Round robin debriefs and breakout sessions
3:45 – 4:30	Session 8	Round robin debriefs and breakout sessions

Round robin debriefs and breakout sessions:

Debrief	Results of peer review evaluation	Paul Hertz (HQ), Carlos Liceaga (LaRC)
Award	Getting your Phase A funding	Rex Elliott (GSFC)
MA	Explorer mission assurance policies	Ron Perison (GSFC)
EPO	E/PO requirements	Larry Cooper (HQ)
I&LV	International partnering	Kent Bress (HQ)
	ELV contacts	Tom Delaet (KSC)

Rooms:

Salon D	one corner of the large meeting room used for plenary (use 2 corners)
Montpelier	one of the small breakout rooms
Patuxent	the other small breakout room

Note: Mission teams will need to get lunch on their own during their 90 minute break. Debriefers will be provided a box lunch that they will have to eat while they debrief.

SCHEDULE FOR STUDY TEAMS

Key: Breakout topic / Room

		ANITA	DUO	IBEX
10:30 – 11:15	Session 1	Break	Debrief / Montpelier	MA / Salon D
11:15 – 12:00	Session 2	Break	Debrief / Montpelier	Award / Patuxent
12:00 – 12:45	Session 3	EPO / Salon D	I&LV / Salon D	Break
12:45 – 1:30	Session 4	Break	EPO / Salon D	Break
1:30 – 2:15	Session 5	MA / Patuxent	Break	EPO / Salon D
2:15 – 3:00	Session 6	Award / Patuxent	Break	I&LV / Salon D
3:00 – 3:45	Session 7	Debrief / Montpelier	Award / Patuxent	
3:45 – 4:30	Session 8	Debrief / Montpelier	MA / Salon D	
		JMEX	NEXUS	NuSTAR
10:30 – 11:15	Session 1	EPO / Salon D	Award / Patuxent	Break
11:15 – 12:00	Session 2	I&LV / Salon D	MA / Salon D	Break
12:00 – 12:45	Session 3	Debrief / Montpelier	Break	Award / Patuxent
12:45 – 1:30	Session 4	Debrief / Montpelier	Break	MA / Patuxent
1:30 – 2:15	Session 5	Break	I&LV / Salon D	Debrief /
Montpelier				
2:15 – 3:00	Session 6	Break	EPO / Salon D	Debrief /
Montpelier				
3:00 – 3:45	Session 7	MA / Salon D		EPO / Salon D
3:45 – 4:30	Session 8	Award / Patuxent		I&LV / Salon D

SCHEDULE FOR BREAKOUT TEAMS

Key: Room

		Award	MA	EPO	I&LV
10:30 – 11:15	Session 1	Patuxent	Salon D	Salon D	Break
11:15 – 12:00	Session 2	Patuxent	Salon D	Break	Salon D
12:00 – 12:45	Session 3	Patuxent	Break	Salon D	Salon D
12:45 – 1:30	Session 4	Break	Patuxent	Salon D	Break
1:30 – 2:15	Session 5	Break	Patuxent	Salon D	Salon D
2:15 – 3:00	Session 6	Patuxent	Break	Salon D	Salon D
3:00 – 3:45	Session 7	Patuxent	Salon D	Salon D	Break
3:45 – 4:30	Session 8	Patuxent	Salon D		Salon D

SMEX Phase A Kickoff

Agenda Matrix

Start	End	Duration	Missions							Rooms		
			NEXUS	IBEX	DUO	JMEX	NuSTAR	ANITA	Salon D	Montpelier	Patuxent	
Thursday November 20, NASA Headquarters												
3:00 PM	4:30 PM	1:30	Debrief									
4:30 PM	6:00 PM	1:30		Debrief								
Friday November 21, Greenbelt Marriott												
8:30 AM	9:30 AM	1:00	Plenary	Plenary	Plenary	Plenary	Plenary	Plenary	Plenary			
9:30 AM	10:30 AM	1:00	Science	Science	Science	Science	Science	Science	Science			
10:30 AM	11:15 AM	0:45	Breakout A	Breakout B	Debrief	Breakout C				B & C	Debrief	A
11:15 AM	12:00 PM	0:45	Breakout B	Breakout A	Debrief	Breakout D				B & D	Debrief	A
12:00 PM	12:45 PM	0:45			Breakout D	Debrief	Breakout A	Breakout C		C & D	Debrief	A
12:45 PM	1:30 PM	0:45			Breakout C	Debrief	Breakout B			C & D	Debrief	B
1:30 PM	2:15 PM	0:45	Breakout D	Breakout C			Debrief	Breakout B		C & D	Debrief	B
2:15 PM	3:00 PM	0:45	Breakout C	Breakout D			Debrief	Breakout A		C & D	Debrief	A
3:00 PM	3:45 PM	0:45			Breakout A	Breakout B	Breakout C	Debrief		C & B	Debrief	A
3:45 PM	4:30 PM	0:45			Breakout B	Breakout A	Breakout D	Debrief		D & B	Debrief	A
			Debrief				Paul Hertz (HQ), Carlos Liceaga (LaRC)					
			Plenary				Paul Hertz (HQ), Carlos Liceaga (LaRC)					
			Science				8 minutes per PI					
			Breakout A	Grants/Contracts			Rex Elliott (GSFC)					
			Breakout B	SR&QA			Ron Perison (GSFC)					
			Breakout C	E/PO			Larry Cooper (HQ)					
			Breakout D	International & ELV			Kent Bress (HQ), Tom Delaet (KSC)					