Chief Observer: _____   TODAY IS (YYYYMMDD): _____

WE ARE PLANNING FOR: _____

BEFORE GETTING STARTED:
- [ ] Check the data with browser   [ ] Health Monitor Webpage
- [ ] Check the Weekly Checklist

- [ ] Check for synoptic exposure time
[IDL> cal_synoptic_exp, 'YYYY/MM/DD', /am]

CAMPAIGN/OBSERVATION NOTES:

IN THE MORNING MEETING:
Any changes to TODAY'S upload/pointing plans? Y / N

What pass is tomorrow's OP/OG upload?   Time=_____   Pass No.=_____

What pass is XRT Table upload?   Time=_____   Pass No.=_____

What is XRT's allocated data volume?   _____Mbits

AFTER THE MORNING MEETING:
- [ ] Verify CMDI as printed by Chief Planner
- [ ] Update XRT status on webpage to "OK" (deadline is 14:30 JST)

- [ ]* Run get_cot script.   Current Version Number = [   ]

- [ ]* Tell XRT_CO you've taken control
- [ ] Run get_latest script

Start the Timeline:
- [ ]* Open CP, and save it right away
- [ ]* CP Defaults
    - [ ] Include "Assign FLD ROIs in sequences" checkbox
- [ ]* CP I&Ts
- [ ] Import Pointing file ["re-point_YYYYMMDDpppp.txt"]
- [ ] Import Events files ["op_period...", "plan_term...", "stev…", "obev_..."]
    - [ ] Verify that BAD_PHOTO SSQs were inserted
- [ ] Import Data Rate file ["dr_YYYYMMDDpppp.txt"]
    [Save CP]

RCO workstation (side label)

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│ *Can be done before the Morning Meeting │
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RCO workstation

☐ Insert SSQ "TI_after_OP_Upload" 1 min before the LOS of OP/OG pass.
☐ Insert XRT "Table Upload with TI" *3 minutes* after AOS of table upload pass
   ☐ Verify XOBs in Real-time match last XOBs (and I&Ts) from yesterday
   ☐ Include ROI upload event
☐ Insert Synoptic sequences before each synoptic re-point [Δt = 6 sec]
   [Save CP]
☐ Insert XOBs and I&Ts for the rest of the day's observations
☐ Double-check the BAD_PHOTO events for possible "double CTRL_AUTO"
   Don't stop observations for SAA or XTW if running the co-alignment program.
   Remember, be cautious during the 'OP-overlap' period at the end of the timeline.
☐ Verify that all CTRL-AUTO are at least *3 minutes* after re-pointing
   [Save CP]

☐ Check memory usage plot in COT.
   Data volume used = _____
☐ Export timeline
☐ Output memory plot to exported directory [dr_plot_YYYYMMDD.png]

☐ Check ROI slot values in XML and ORL files (in exported directory)
   [IDL> check_rois, 'YYYY/MM/DD']
☐ Check dr_XRT*.sim file in exported directory

☐ submit_cot (Don't unlock yet) Version Number = ☐

☐ Copy timelines directory to xrtco machine
   [Run 'submit_files YYYY/MM/DD']

xrtco

☐ Run "get_cot nolock" on xrtco machine.
☐ Run post_cot script. [Run 'post_cot YYYY/MM/DD']
   [If after the 10:00JST deadline, do 'post_cot YYYY/MM/DD pdl']
☐ Make summary of observation plan [Do "xrt_plan,/ex,/ps" in IDL]
   ☐ *Check for error messages in the IDL, and in the PDF*

☐ **If all successful, then run "unlock_cot" on** *your RCO workstation*
☐ Email XRT_CO to release control of COT_Data
☐ Describe the timeline for XRT_CO+SOT_CO+EIS_CO
   ☐ Include "exported_plan_YYYYMMDD.txt" in body of email
   ☐ Attach "exported_plan_YYYYMMDD.pdf"
☐ Email to campaign personnel?