Seablom Kickoff Meeting

1. Likes to call/text regularly for statuses etc.
2. Chief Technologist not Chief Scientist
3. Dates
   1. Task One Aligns to DRD/PID i & ii
4. Interviewees
   1. Stakeholders
      1. NSPIRES folks
      2. Ajay (Booz Allen)
      3. TechPort Developers
      4. TechFed (Division Representatives)
         1. Alan Zide (HPD)
         2. Carolyn Mercer (Planetary)
         3. Bob Connerton (Earth Sciences)
         4. Mario Perez (Astrophysics)
   2. **Mike Seablom will speak to them prior, and we can meet them all in the same room on November 12th (TechFed)**
      1. Introduce us to the TechFed
      2. After 26th for I & II to look at the additional data sources and capture the gaps from the different divisions
      3. Ebooks demonstration from the different TechFed Representatives
         1. Interim reports
         2. Deliverables Dates
         3. Sends out emails to the PI's for the upcoming reviews
         4. Ulterior Motive **(NOT FOR TECHFED TO KNOW)**
            1. 3 separate contracts for Ebooks, but Mike wants to shut that down and consolidate the data here
         5. Don't pay for TechPort
   3. ES, Planetary and Astro use Ebooks (just a DB)
      1. Most data is data from NSPIRES
   4. **Presentation to Thomas on Nov. 26th (Technology DPMC)**
      1. A few charts to explain what we're doing
5. Meeting Cadence
   1. Regular Status Update every week
      1. Quad Chart
      2. 15 minute status update is great
      3. **Put something on the calendar (in the office from 10-6)**
   2. Wants to minimize meetings
      1. Wednesdays and Thursdays are more for stakeholders
6. Task 1 Assessment
   1. Reviewing Ebooks from Divisions, NSPIRES, and TechPort
   2. Combining data from TechPort and NSPIRES
      1. TechPort pulls data from NSPIRES
      2. NSPIRES is Arctic Slope (Crystal City)
      3. Ryan is an independent contractor that codes TechPort
         1. Multiple contractors
         2. Working with the lockdown TechPort (NASA VPN required)
         3. Ajay does the same exercise we saw with HPD (Roshanak Hakimzedeh and Alan Zide)
         4. Authoritative sources are multiple areas
         5. Track history/flow of data from NSPIRES to TechPort
7. Task 2 Architecture
   1. Pull in data from all sources (to be defined)
   2. Identify where we have a single point of failure for transitioning data (i.e. Mona's NSPIRES Upload into HAL)
   3. NSPIRES Import into TechPort is somewhat automated
   4. DPMC conversation is that there are so many areas with similar data, where we want to centralize it
   5. **Get bearings on the Finances**
      1. Different systems for Finances (i.e. RAPTOR, SAP, etc.)
      2. Selective transparency of the data (access controlled)
   6. Consolidated view of the data sources (access controlled)
   7. Group, filter and manipulate the consolidated data
   8. Guidance from Steve Jurzyck to not develop new db's outside of TechPort
      1. For the other information not in TechPort, how do we capture it and put it into TechPort
      2. How do we keep the data refreshed and up to date
   9. Not a database, but more of a consolidated view of multiple sources
   10. TechPort Graphical Interface
   11. Core DB must be from TechPort
   12. Discover what TechPort has available
   13. Improve the connection between the data sources
   14. If there is scope creep, flag it
   15. Proposed Architecture for the consolidation of the datasets
   16. Who are the consumers
       1. **Email from OMB - How much is being invested in AI**
       2. **STMD has SPAR**
          1. **Gigantic Excel spreadsheet to become a db**
8. Risk Assessment
   1. **Contact Mike directly via text or call ASAP for any challenges**
9. For the 26th
   1. Examples of work like this in the past