

MagAO-X Pre-Ship Review

September 6, 2019

Steward Observatory, Room 550

**Draft Agenda**

<b>Start</b>	<b>Stop</b>	<b>Title</b>	<b>Person</b>
8:00	8:30	Breakfast	
8:30	8:45	Charge to committee & committee business	Alan
8:45	9:15	Introduction	Jared
9:15	10:15	Demo / Lab Tour	Jared & Team
10:15	10:30	Break	
10:30	11:00	Shipping & Handling I: Packing & shipping from Steward	Victor, Jamison
11:00	12:00	Mountain Ops I: Unpacking, fit-check, move to telescope, initial checkouts	Jamison, Laird, Jared
12:00	12:30	Lunch	
12:30	13:00	(lunch continues) Mountain Ops II: Alignment to telescope,	Laird
13:00	13:45	Mountain Ops III: Commissioning Tasks	Jared
13:45	14:00	Shipping & Handling II: Logistics and Management	Victor, Jared
14:00	14:30	Management and Budget, future plans (can we finish the project?)	Victor, Jared
14:30	14:45	Break	
14:45	15:15	Q&A / Discussion	all
15:15	16:15	Committee Closed Session	
16:15	16:45	Committee briefing to team	