Agenda 10 Feb 2022

1. Abstract edits by Raleigh - ok-ed by all

2. Project staging area
   a. System documentation
      i. Requirements
         1. User stories
         2. Use cases
      ii. UX design
         1. Product map
         2. User flow
         3. Wireframes
      iii. Testing documents
         1. Test plans/documentation
   b. User documentation
      i. Quick start
      ii. Manual (w/ videos)
      iii. Troubleshooting
   c. Process documentation
      i. Plans and schedules
         1. Agile project roadmap?
      ii. Reports and metrics
      iii. Yearly NSF reports

Jim - can do this all in GitHub. Folders for Project and Product documentation, process documentation, website, discussions, wiki, etc. No Slack needed(?). Will maintain a private channel for PI comms. Jim: Google Drive. Team share feature?

3. What do we need to have in place before announcing the project and setting up user brainstorming sessions?
   a. A non-exhaustive list of potential users for first contact efforts
   b. Webpage - what parts must be functional?
   c. A set of meeting dates that works for all (most?) of us
   d. Meeting agendas - how to structure brainstorming? How long do we need?
   e. Individualized outreach to mass spec companies

Jim - you need a definition of brainstorming (no criticism zone). Just ideas. Yes and. Then make a theme for brainstorming – introduce new subjects, brain dump, get it all out on the table. Then we can triage/organize with our own ideas, have themes for series two. Jim: 60 minutes? Need a form to sign up,
Noah will draft letter. Emphasize notion of community involvement to beget sustainability from the get-go, also involve underserved communities. Noah will also draft letter to mass spec companies individually. We need to document workflows.

4. What else can we do before the meetings?
    a. Compile a preliminary list of mass spectrometers supported
    b. Collect examples of data files from mass spectrometers
    c. Design data standard for input data
    d. Noah - Revisit MCMC algorithm with Scott
    e. Need an icon/branding

Each mass spec produces one or more flavor of output files. Need exemplars of all of those. Need more than one example, flexibility. Do training for how to make your own translators. For brainstorming types of data that should be included in input data standard: start discussion thread, link to google sheet for compilation. Scott will do. Noah will start soliciting example mass spec data files from users. Jim: we will need models tracers (among other things. Everyone will think about icons.

5. Other travel.
    a. Year 1 - 5-day (?) meeting in Charleston, $25k for participant support
6. Year 1 - PI meeting (KU in year 1?)

From Noah's budget justification (travel and participant support)

Participant Support Costs (Y1: $25,000. Y2: $0. Y3: $25,000. Total: $50,000.)
Funding is requested in Year 1 and Year 3 for 50 participants to attend a workshop – funds will cover travel and lodging at $500 per participant per year.

Travel (Y1: $1,646. Y2: $3,406. Y3: $3,846. Total: $8,898.)
Year 1
- Funding is requested for the PI to travel to Charleston, SC for a 3-day workshop at the College of Charleston (estimated airfare of $250, total per diem of $284, total lodging of $912, and total ground transportation of $200).

Year 2
- Funding is requested for the PI to travel to Detroit, MI for a 3-day PI meeting (estimated airfare of $250, total per diem of $224, total lodging of $532, and total ground transportation of $200).
- Funding is requested for the PI to travel to a one-week conference (estimated airfare of $250, estimated registration fee of $600, total per diem of $300, total lodging of $800, and total ground transportation of $250).

Year 3
- Funding is requested for the PI to travel to Charleston, SC for a 3-day PI meeting (estimated airfare of $250, total per diem of $284, total lodging of $912, and total ground transportation of $200).
- Funding is requested for the PI to travel to one-week conference (estimated airfare of $250, estimated registration fee of $600, total per diem of $300, total lodging of $800, and total ground transportation of $250).

From Jim's budget justification:

Domestic Travel

Travel funds are requested to enable the PI to engage in collaboration activities with the co-PIs on this project as well as to attend professional conferences for dissemination efforts. In Year 1, the co-PIs will convene in Lawrence, KS for a collaborative meeting and to host a workshop. Travel costs are estimated based on current rates and include $450 round-trip airfare, $180/night x 4 nights for lodging, $50 local travel costs, and $50/day x 5 days for per diem. The PI also intends to travel to Detroit, Michigan in Year 2 to meet with the collaborators. Travel costs are estimated based on current rates and include $450 round-trip airfare, $180/night x 4 nights for lodging, $50 local travel costs, and $50/day x 5 days for per diem. In Year 3, the PI expects to attend a professional conference, such as American Geophysical Union (AGU), Geological Society of America (GSA), or Goldschmidt. Since the specific domestic destination is not yet known, costs are estimated based on previous experience and current rates; these include $450 round-trip airfare, $180/night x 4 nights for lodging, $50 local travel costs, $50/day x 5 days per diem, and $500 registration fee.

From Scott's budget justification:

Collaborative Meetings
Collaborative meetings between Burdick, Bowring and McLean will take place once a year at one of the institutions of the PIs involved. Support is requested for travel to Kansas University in Year 1 and the College of Charleston in Year 3. Each domestic trip is assumed to last 5 days and cost $1,200. It includes $500 for airfare and $700 for lodging and meals ($140 per day).

Community Engagement Workshop
The workshop will take place in Year 1 at the College of Charleston. The trip will last 5 days and cost $1,200. It includes $500 for airfare and $700 for lodging and meals ($140 per day).