

MEETING GOALS & PLANS

Courtney Dressing (she/her)
START Co-Chair

MEETING ETIQUETTE

- We have agreed to abide by the APD Statement of Principles.
- **Everyone is expected to behave professionally at all times, including during social events and online interactions.**
- If you have any concerns, please contact a GIG member.
- Procedure for Questions
 - **In-person:** Raise hands for questions & wait for the microphone
 - **Online:** Put questions in the HWO community slack channel
 - Even if you speak loudly, please remember that others may have trouble hearing you without a microphone and that some participants are online.
 - Save questions for the Q & A periods.

REMOTE CONNECTION INFORMATION

- All public sessions will be recorded and broadcast on **WebEx**
 - Meeting number: 2763 836 0009 (Password: nressHD23!)
- Joint breakout sessions (Tuesday & Thursday) and TAG-only breakout sessions (Wednesday) will be held on **Teams**
 - START & TAG members should have a calendar invitation
 - Please email or slack Aki Roberge if you have questions about Teams
- Wednesday START-only breakout sessions will be held on **Zoom**
 - START & TAG members should have a calendar invitation
 - Please email or Slack Courtney Dressing if you have questions about Zoom

PRESENTER INSTRUCTIONS

- **Deadline:** 7am ET on the morning of your talk
 - All presenters are strongly encouraged to submit slides by Monday 10/30 because the schedule will be busy during the meeting and we have fun (optional) social events planned for the evenings.
- **Upload instructions:** Add your presentation to the Google Drive or email it to a START or TAG chairs.
- **File Format:** PowerPoint, Keynote, or PDF. If you use a non-PDF format, please also upload a PDF version.

DAY 1: TUESDAY 10/31

Start	End	Duration	Presentation / Activity	Presenters	In-Person Attendees	Remote START-TAG Members	Public	
8:00 AM	9:00 AM	1:00	Breakfast		Royal Sonesta	Free		
9:00 AM	9:05 AM	0:05	Welcome	Julie Crooke (NASA HQ)		WebEx		
9:05 AM	9:15 AM	0:10	Why We Are Here	John O'Meara (Keck Observatory)				
9:15 AM	9:20 AM	0:05	Q&A					
9:20 AM	9:35 AM	0:15	Meeting Goals & Plans	Courtney Dressing (UC Berkeley)				
9:35 AM	9:40 AM	0:05	Q&A					
9:40 AM	10:10 AM	0:30	NASA Mission Development 101	John Ziemer (JPL)				
10:10 AM	10:20 AM	0:10	Q&A			Free		
10:20 AM	11:05 AM	0:45	Break / Mixer			WebEx		
11:05 AM	11:30 AM	0:25	START & TAG Scope	Shawn Domagal-Goldman (NASA HQ)				
11:30 AM	11:35 AM	0:05	Q&A					
11:35 AM	11:55 AM	0:20	Systems Engineering and the Road to Phase A	Mike Menzel (GSFC)		Free		
11:55 AM	12:00 PM	0:05	Q&A					
12:00 PM	1:20 PM	1:20	Lunch			WebEx		
1:20 PM	1:40 PM	0:20	Lessons for the Future: SMD Large Mission Study & LUNAR	Aki Roberge (GSFC)				
1:40 PM	1:45 PM	0:05	Q&A					
1:45 PM	2:05 PM	0:20	Lessons for the Future: HabEx	Bertrand Mennesson (JPL) & Scott Gaudi (OSU)				
2:05 PM	2:10 PM	0:05	Q&A			Teams		Free
2:10 PM	3:10 PM	1:00	Breakout 1 What excites you about HWO? Given START/TAG scope, what do you want to accomplish in Year 1?					
3:10 PM	3:45 PM	0:35	Breakout Reports & Discussion: Year 1 Goals			WebEx		
5:30 PM			Optional Happy Hour		City Tap House	Free		

DAY 2: WEDNESDAY 11/1

Start	End	Duration	Presentation / Activity	Presenters	In-Person Attendees	Remote START-TAG Members	Public
8:00 AM	9:00 AM	1:00	Breakfast		Royal Sonesta	Free	
9:00 AM	9:05 AM	0:05	Welcome Back & Logistics	Julie Crooke / Shawn D-G (NASA HQ)		WebEx	
9:05 AM	9:50 AM	0:45	Lessons for the Future: JWST	Lee Feinberg (GSFC) & Jane Rigby (GSFC)			
9:50 AM	9:55 AM	0:05	Q&A				
9:55 AM	10:25 AM	0:30	Lessons for the Future: CGI & Roman	Feng Zhao (JPL) & Matt Bolcar (GSFC)			
10:25 AM	10:30 AM	0:05	Q&A				
10:30 AM	11:15 AM	0:45	Break / Mixer			Free	
11:15 AM	12:30 PM	1:15	Breakout 2: START Decadal Science to HWO Goals Key Questions for TAG Breakout 2: TAG Plotting the Path to MCR: Draft Plan & Schedule to CML 3 Key Questions for START			START: Zoom	Free
						TAG: Teams	
12:30 PM	1:50 PM	1:20	Lunch			Free	
1:50 PM	2:20 PM	0:30	Lessons for the Future: Industry Panel	Charlie Atkinson (NG), Matthew East (L3Harris), Alison Nordt (LM), & Erik Wilkinson (Ball)		WebEx	
2:20 PM	2:25 PM	0:05	Q&A				
2:25 PM	2:55 PM	0:30	Connecting with the NASA Program Offices	Swara Ravindranath, Jason Derleth (COR), Eric Mamajek & Nick Siegler (ExEP)			
2:55 PM	3:00 PM	0:05	Q&A				
3:00 PM	4:15 PM	1:15	Breakout 3: START Team Organization Working Groups Breakout 3: TAG Group Organization Working Groups		START: Zoom	Free	
					TAG: Teams		
4:15 PM	5:00 PM	0:45	Breakout Reports & Discussion: Plans & Working Groups		WebEx		
5:00 PM	5:15 PM	0:15	Team Photo		Free		
6:30 PM			Team Get-Together		St. Arnold's Mussel Bar		

DAY 3: THURSDAY 11/2

Start	End	Duration	Presentation / Activity	Presenters	In-Person Attendees	Remote START-TAG Members	Public	
8:00 AM	9:00 AM	1:00	Breakfast		Royal Sonesta	Free		
9:00 AM	9:05 AM	0:05	Welcome Back & Logistics	Julie Crooke / Shawn D-G (NASA HQ)		WebEx		
9:05 AM	9:20 AM	0:15	Mentorship Program and Workforce Development	Julie Crooke (NASA HQ) & Courtney Dressing (UC Berkeley)				
9:20 AM	9:25 AM	0:05	Q&A					
9:25 AM	10:40 AM	1:15	Breakout 4: Inclusion Plan & Mentorship Program Brainstorming Strategic Approaches Existing Programs & Resources			Teams	Free	
10:40 AM	11:00 AM	0:20	Communications & Outreach Planning	Shawn Domagal-Goldman & Alise Fischer (NASA HQ)		WebEx		
11:00 AM	11:10 AM	0:10	Q&A			Teams		
11:10 AM	12:25 PM	1:15	Breakout 5: Communications & Outreach Brainstorming Audience Messaging Products / Activities Jan AAS					Free
12:25 PM	1:45 PM	1:20	Lunch					Free
1:45 PM	2:30 PM	0:45	Breakout Reports & Discussion: Mentorship & Outreach			WebEx		
2:30 PM	2:50 PM	0:20	Meeting Wrap: Deliverables, Actions, & Next Steps	Julie Crooke / Shawn D-G (NASA HQ)				
2:50 PM	3:05 PM	0:15	HQ Perspective on GOMAP & HWO	Mark Clampin (NASA HQ)				
3:05 PM	3:10 PM	0:05	Q&A					

BREAKOUT SESSIONS PRODUCE DELIVERABLES

TUESDAY & THURSDAY BREAKOUT SESSION PLANS

- **START & TAG members will divide into pre-assigned groups**
 - Groups 1-3 will meet in the Phillips Ballroom
 - Groups 4 & 5 will meet in the Freer Meeting Room
 - Group 6 will meet online on **Teams** (ask GIG if you need the link)
- **Discuss the assigned topics**
 - GIG member will facilitate
 - A (non-GIG) group member will be the lead presenter
- **Report back in during public session**
 - One person from each team will summarize the group's discussion
 - Groups may show 1-2 summary slides.
 - Each breakout session has a separate google slides file.

TUESDAY BREAKOUT #1: VISION FOR HWO

- **Topics:**

- What excites you about HWO?
- Given the scope of START/TAG, what do you want to accomplish in Year 1?

- **Deliverables:**

- Elevator pitch for HWO
- Initial goals for Year 1

THURSDAY BREAKOUT #4: INCLUSION PLAN & MENTORSHIP

- **Topics:**

- How can we as START & TAG members make HWO more inclusive?
- What DEIA metrics should we track and how do we measure success?
- What would ***you*** personally like to do as an HWO mentor?
- How shall we ensure that we gather input from and engage with early career scientists and engineers?

- **Deliverables:**

- Goals and principles for the HWO mentorship program
- DEIA metrics & success criteria
- List of people interested in joining the mentorship working group
- List of potential co-chairs for mentorship working group

THURSDAY BREAKOUT #5: COMMUNICATIONS & OUTREACH

- **Topics:**

- What outreach products do we need?
- What do you want people to know about HWO?
- How can we ensure that we connect with the broader community, especially early career researchers, planetary scientists, and non-exoplanetary astrophysicists?

- **Deliverables:**

- Key messages and policies
- Identify START co-lead & TAG co-lead
- List of deliverables for AAS meetings (e.g., handouts, splinter topics)

WEDNESDAY BREAKOUT SESSION PLANS

- **START and TAG will meet separately**
 - TAG will meet in the Phillips Ballroom (and on **Teams**)
 - START will meet in the Freer Meeting Room (and on **Zoom**)
- **Discuss the assigned topics**
 - Breakout 2: Key Questions for START from TAG (& vice versa)
 - Breakout 3: Organizations & Working Groups
- **Report back in a public session**
 - We'll cover both breakout sessions at the end of the day.

TUESDAY SOCIAL EVENT (OPTIONAL, NOT SPONSORED)

Options

[Send directions to your phone](#)

via P St NW and Connecticut Ave NW **9 min**
0.4 mile
[Details](#)

via P St NW and 19th St NW **10 min**
0.4 mile

via 21st St NW and N St NW **10 min**
0.5 mile


All routes are mostly flat


City Tap House Dupont


1250 Connecticut Ave NW suite 105, Washington, DC 20036

Map showing walking routes to City Tap House Dupont. The map includes landmarks like The Royal Sonesta, O Museum in The Mansion, and various restaurants. Three routes are highlighted with blue dots and callouts: 9 min (0.4 miles) via P St NW and Connecticut Ave NW, 10 min (0.4 miles) via P St NW and 19th St NW, and 10 min (0.5 miles) via 21st St NW and N St NW.

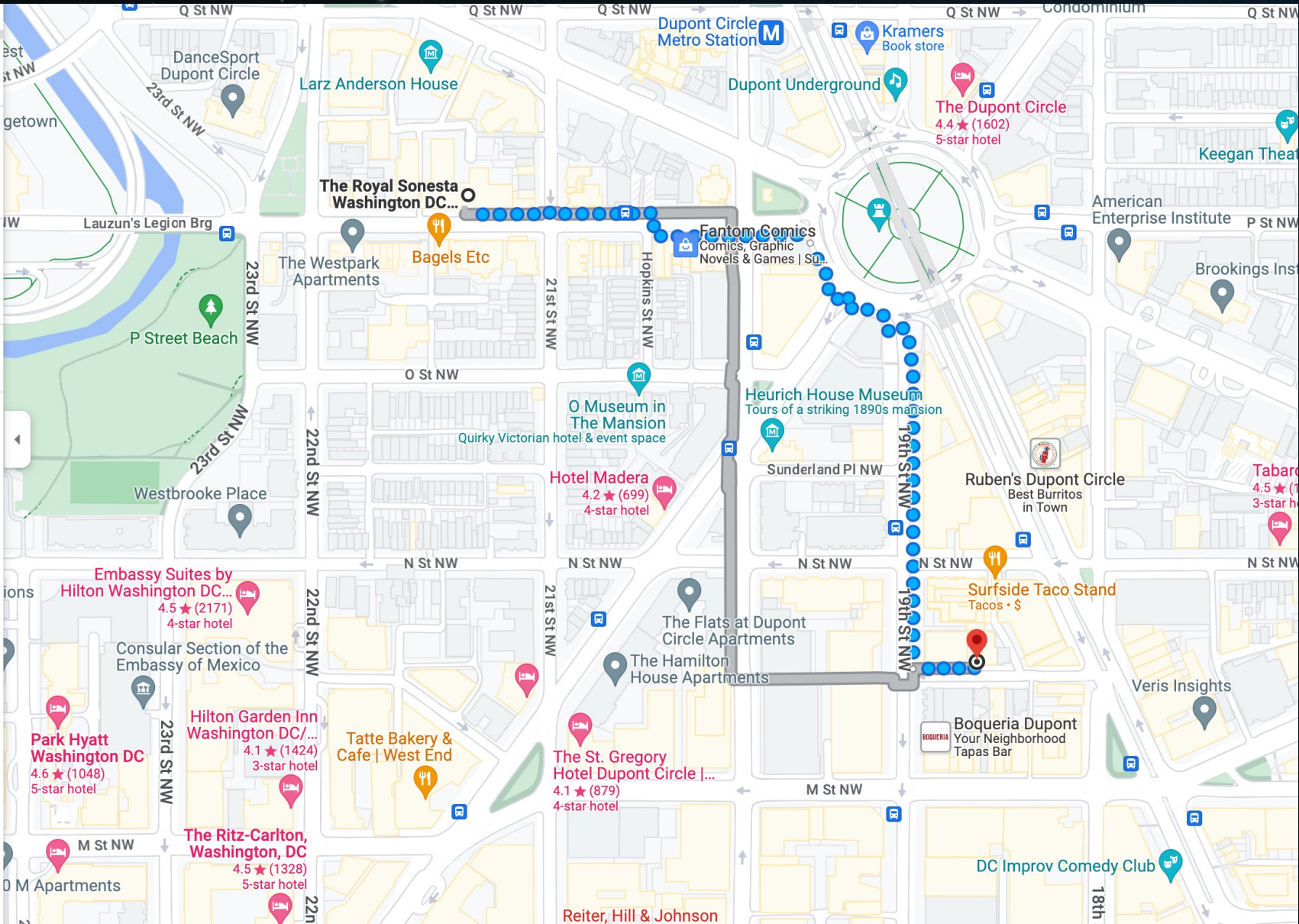
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 [Send directions to your phone](#)

 **via P St NW and 19th St NW** **10 min**
0.4 mile
[Details](#)

 **via P St NW and 20th St NW** **11 min**
0.5 mile

All routes are mostly flat



St. Arnold's
on Jefferson
1827 Jefferson PI
NW, Washington,
DC 20036

Q&A