Overview

1. Team Structure & Responsibilities
2. Data Flow & Products
3. Data Review
4. Communications
5. Improvements
6. Conclusions
Redmine

- Tracking of all system issues: Software, Hardware, Help Desk, Safety
- Prioritization, status, assignees, start and due dates, full tracking
- 919 open tickets; 6427 closed
Data Products

- Ticket #11306 summarizes outstanding data product issues
  - 51/90 tickets completed (31/83 in December 2016)
- Ticket #11863 summarizes outstanding data ingestion issues

Ticket #11306

Remaining CI issues producing derived data products
Added by Friedrich Knuth 4 months ago. Updated 4 months ago.

<table>
<thead>
<tr>
<th>Status</th>
<th>In Progress</th>
</tr>
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<tbody>
<tr>
<td>Priority</td>
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</tr>
<tr>
<td>Assignee</td>
<td>Michael Vardaro</td>
</tr>
<tr>
<td>Category</td>
<td>-</td>
</tr>
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<td>Target version</td>
<td>-</td>
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<tr>
<td>Array Affected:</td>
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Start date: Oct 04, 2016
Due date: 
% Done: 0%

Instrument Affected: Multiple
CI Software Affected: Drivers
Work Breakdown Structure (WBS):

Description
This ticket tracks all related issues describing derived (L1 and L2) data products not being produced by the system.
Website Updates/Maintenance

- Outside of scope, but necessary
- Database will be leveraged to populate reference pages
- Leads: Sage Lichtenwalner & Leslie Smith
External Communications (more later)

• Help Desk
• Data Forum
• MIO & SOC Communications
• Workshops & Webinars
• External data delivery
• Facilitating community interactions and engagement
• Quality testing