

Preliminary General Agenda - 2018 TECI Workshop

Saturday, December 1 (Westin)

Participants arrive

Sunday, December 2, "Day 1" (Westin)

- Opening, introductions
- Update on TMT project (Gary Sanders)
- Motivating project management (short presentation, Gary Sanders)
- Project Management working sessions: small teams do a short project management task

Monday, December 3, "Day 2" (Westin)

- Project Management working sessions: participant teams present solutions
- TMT Science: current status and discussion of Detailed Science Case chapters
- Collaboration and teamwork strategies
- Overview of instrument design (Renate Kupke)
- Instrument design sessions - initial conceptual design

Tuesday, December 4, "Day 3" (Westin + TMT Project Office visit Day 3 or 4)

- Instrument Design - revise design concepts and report
- Systems engineering (Scott Roberts?)
- Mini-projects: introduction to mini-projects

Wednesday, December 5, "Day 4" (Westin + TMT Project Office visit Day 3 or 4)

- Instrument Design - prepare presentations; design review
- Design of first-light TMT instruments (IRIS, WFOS)
- Mini-project working time: project milestones and team roles

Thursday, December 6, "Day 5" (off site)

- Monrovia lab tour
- Participants have time to have side meetings

Friday, December 7, "Day 6" - Day off

Saturday, December 8, "Day 7" (Caltech)

- Writing effective proposals
- Mini-Projects: working time and prepare project summary
- Tour of Caltech labs (AO testbed; Keck KCRM)

Sunday, December 9, "Day 8" (Westin)

- Mini-Projects: reports from mini-project teams
- Mini-Projects: open house for post-workshop project ideas
- Collaboration and teamwork: international panel
- Wrap up
- Poster session